



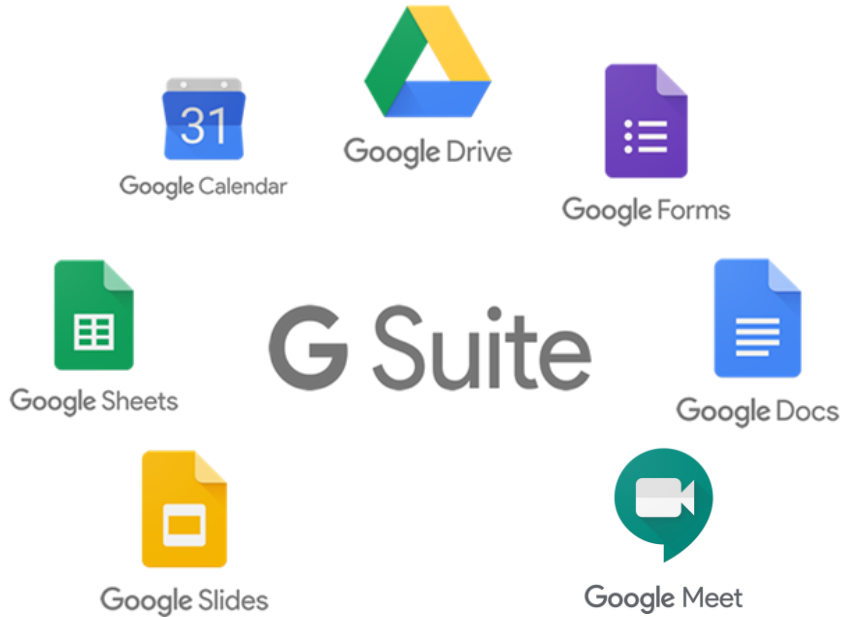
LOCAL DISTRICT
NORTHWEST

SAA/OM Workshop

AGENDA

- Google vs. Office 365/OneDrive
- Best Practices: Google Drive –*Presented by Tarynne Fraigun*
- Best Practices: OneDrive
- Shared Drive, Tips, Settings
- Shareable Resources

QUICK COMPARISON

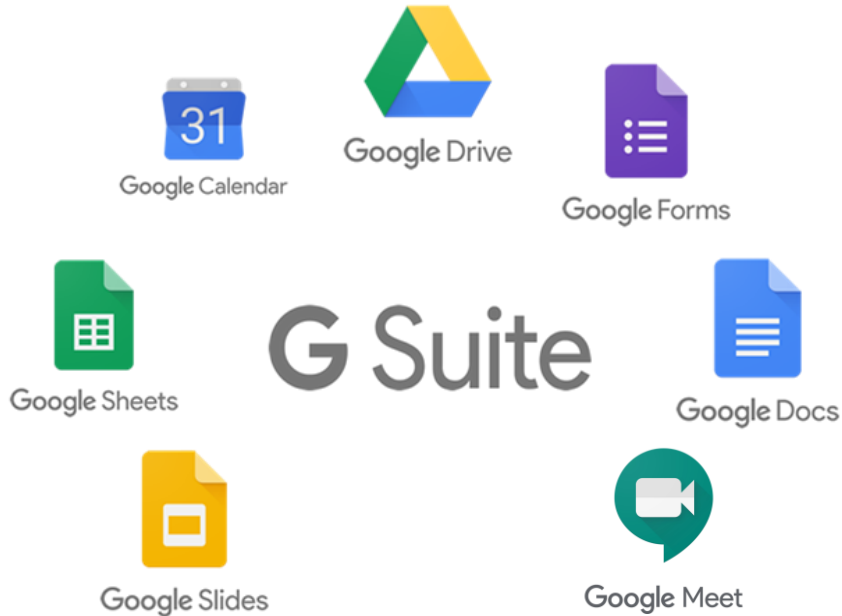


OFFICE 365 / ONEDRIVE

- ❑ Secure user data
- ❑ Forms with LAUSD SSO login page
- ❑ Sharing files with external partners
- ❑ Email



G SUITE



- ❑ Planning documents
- ❑ Meeting materials
- ❑ Shared presentations
- ❑ Templates
- ❑ Non-secure user data

Time Cards

Time Reporting & Sign-In Process

EMPLOYEE PAYROLL TIME RECORD									
Plan No.	Employee Name	Position Title	Cost Ctr	Location Name	Fund	Fund Area	Person ID	SSN	Rate
026667	Jane Smith	Special Education Tech	600000	Shady Elementary School	800-0000	800-000-0000	026667	999-99-9999	10.00
NEW AMERICAN UNIFIED SCHOOL DISTRICT FISCAL YEAR 2020 - 2021									
JUL									
AUG									
SEP									
OCT									

Classified: Time in/out
 Certificated: Initial "in"
 and "out" for each day

authorize that any unearned wages paid as a result of

Pay Period	M	T	W	T	F	S	M
		1	2	3	4	5	6
SEP	In	JS	JS	JS			
	Out						
	In						
	Out						

F	S		
		Jane Smith	9/30/20
		Employee Signature	Date
		Steven	
		Supervisor	10/1/20
		Supervisor Signature	Date

Employee signs and dates

NEW: Supervisor signs the time card

Best Practices

EMPLOYEE PAYROLL TIME RECORD																															
Pers No	Employee Name	Position Title	Cost Ctr	Location Name	Fund	Funct Area	Person ID	GC_JOB, 1CA**JBS																							
									SINGLE TRACK "A" BASIS																						
LOS ANGELES UNIFIED SCHOOL DISTRICT					FISCAL YEAR 2020 - 2021																										
Pay Period	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	M	T	W	T	F	S	
J U L	In		1	2	3	4	6	7	8	9	10	11	13	14	15	16	17	18	20	21	22	23	24	25	27	28	29	30	31	Employee Signature	Date
	Out					H																									
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By signing I certify and agree to all necessary processing and adjustments that will reflect all time entered above. Once all necessary adjustments are processed, I agree and authorize that any unearned wages paid										Supervisor Signature						Date															
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A U G	In	3	4	5	6	7	8	10	11	12	13	14	15	17	18	19	20	21	22	24	25	26	27	28	29	31	Employee Signature	Date			
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Tarynne Fraigun, SAA
Stagg ES

Best Practices

EMPLOYEE PAYROLL TIME RECORD																																
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								SINGLE TRACK *A* BASIS																								
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MY DRIVE V. SHARED DRIVE

	My Drive	Shared Drive
Who can add files?	The person who owns My Drive.	Any member with Contributor access or higher.
Who owns files and folders?	The individual who created the file or folder.	The entire team you share it with.
Can I move files and folders?	Yes, you can move files and folders around in My Drive.	<ul style="list-style-type: none">● If you have Contributor access or higher, you can move files from My Drive to a shared drive.● If you have Content manager access or higher, you can move files and folders within a shared drive.● If you have Manager access, you can move files out of a shared drive or between shared drives.

WHY WE MIGHT USE A SHARED DRIVE

- ❑ Large Events - For people working for a defined period of time on a specific event or deliverable.
- ❑ Templates - For files that people can copy and reuse.
- ❑ LD-wide files - For files everyone needs access to, such as training files.



RESTORE FILES

If you deleted something recently using Google Drive or the Google Drive desktop app, you might be able to restore the file yourself.

- On a computer, go to drive.google.com/drive/trash
- Right-click the file you'd like to recover.
- Click Restore.

Note: If you delete, restore, or permanently delete a lot of files or folders at once, it might take time for you to see the changes.



SHARING SETTINGS & TIPS

- Top level folder settings trickle down to subfolders
 - Suggestions: either share individual files or create a “shared” folder for the staff
- Occasionally review who has viewing/editing access for folders



SHAREABLE RESOURCES

EMPLOYEE PAYROLL TIME RECORD																																
Per No	Employee Name	Position Title	Cost Ctr	Location Name	Fund	Funct Area	Person ID	GC#JBB; ICA#JBB									SINGLE TRACK "A" BASIS															
LOS ANGELES UNIFIED SCHOOL DISTRICT								FISCAL YEAR 2020 - 2021																								
J U L	Pay Period																															
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Time Cards Link via Google



IMPORTANT UPDATES

Food Services Division

To be in compliance with California Department of Education (CDE) requirements, Food Services employees have been utilizing a Personal Activity Report (PAR) to account for time spent in various programs. Effective April 1, 2021, Food Service employees will no longer use the PAR forms.

A new Food Service Timesheet has been created and is available on the Food Services website. Additionally, Food Services has modified the Additional Time/Overtime form as well as the Mileage/Rate form.

Attached are additional details of the New Time Reporting Process and a PowerPoint training. These training materials along with new and modified forms are available on the Food Services Division website. Please click the link, <https://achieve.lausd.net/Page/1051>, sign in utilizing your single sign on, select "Human Resources," and look under the heading "New Time Reporting Training."

If there are any questions, please contact Food Services at 213-247-2903.

MEETING MATERIALS

[Meeting Handouts 2019-2020](#)

[Meeting Handouts ARCHIVE](#)

LINKS

[LDNW Fiscal Specialists](#)

[Integrated Disability Management](#)

[Payroll Services](#)

[Personnel Commission](#)

[Travel and Conference](#)

CONTACT US

Best Practices

Tardy Log Form from Cantara ES - N. Morales, SAA

Tardy Log Form

Time Cards in Google Sheets from Stagg ES - T. Fraigan, SAA

2020-2021 Time Cards

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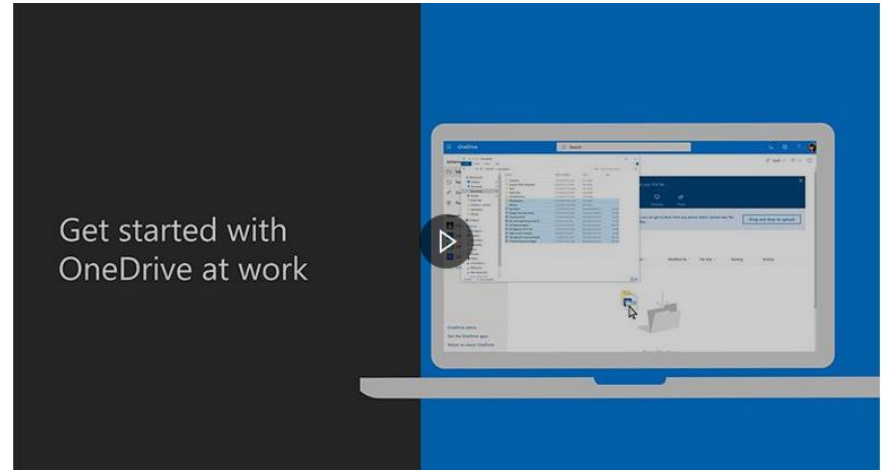
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Link to SAA Website

SHAREABLE RESOURCES



2017



LOCAL DISTRICT
NORTHWEST

Thank you for joining us!