

FREQUENTLY ASKED QUESTIONS

2019 UTLA Retroactive Salary Rate Increase Payment

- 1. When will the salary increases and retroactive wages be paid?**
 - The salary increases and retroactive payments will be reflected on the Certificated (CE) check dated May 3, 2019
 - The salary increases and retroactive payments will be included as part of your normal paycheck
- 2. What are the salary increases for 2017-2018 and 2018-2019 school years?**
 - Effective July 1, 2017, all active UTLA represented employees shall receive an on-going 3% on schedule wage increase applied to all pay scale groups and levels of the base salary tables
 - Effective July 1, 2018, all active UTLA represented employees shall receive an on-going 3% on schedule wage increase applied to all pay scale groups and levels of the base salary tables updated for July 1, 2017
- 3. Where can I find the new salary schedules?**
 - Salary schedules will be available April 29, 2019 via the Human Resources website. Click on the hyperlink <https://achieve.lausd.net/Page/4045>
 - The Salary Tables – Current page will display the 2018-2019 School Year
- 4. How will the retroactive salary adjustments be reflected on my paycheck?**
 - The retroactive salary payment will be reflected in the “Prior Pay Adjustments” section of your paycheck
 - Sample hourly and salaried check stubs are included on pages 5 – 6.
 - If you were paid as a salaried employee, you will see the resulting difference in your pay for each month (see page 5 for the salary paystub sample). The retroactive salary increase will be labelled as A-, B-, C-, or E-Basis Salary
 - If you were paid as an hourly employee, you will see the resulting differences in the hourly rates for each month (see page 6 for the hourly paystub sample)
- 5. In January 2019, I participated in the UTLA work stoppage. How will the unpaid/unexcused and the unpaid holiday time be reflected on my retroactive salary increase payment?**
 - The retroactive salary adjustment will be reflected in the “Prior Pay Adjustments” section of your paycheck for the period of January 2019
 - You will see the resulting differences in the hourly rates (see pages 5 - 6 for the paystub sample)
- 6. Due to my participation in the UTLA work stoppage, I have a monthly deduction taken from my paycheck. Will this deduction be withheld from the May 3, 2019 paycheck?**
 - Yes, as per the work stoppage agreement the fourth deduction of six monthly deduction amounts will be collected from the May 3, 2019 paycheck
- 7. Will I receive the retroactive salary increase payment on my Special Assignment, Z-Time, Auxiliary, and Replacement Service hours?**
 - Yes. If you are UTLA represented the associated rate increases will apply
- 8. How will I receive the retroactive salary increase payment?**
 - **Active** employees will receive the rate increase payment as part of their on May 3, 2019 paycheck. You will receive the rate increase payment according to your regular method of payment (i.e. check, direct deposit)
 - **Inactive** (Retired, Separated, etc.) employees will receive the rate increase payment as a check

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warrant with a payment date of May 3, 2019, which will be delivered by U.S mail

9. How will the hourly salary rates be calculated?

- The new hourly salary rates will be calculated by taking the 2017-2018 hourly salary rates and increasing them as shown in the example below:
 - 2016-2017 Salary Rate: \$52.48
 - 2017-2018 Salary Rate Effective July 1, 2017: $\$52.48 + 3\% = \54.05
 - 2018-2019 Salary Rate Effective July 1, 2018: $\$54.05 + 3\% = \55.68

10. How will salaried monthly rates be calculated?

- The new salaried monthly salary rates will be calculated by taking the 2017-2018 monthly salary rates and increasing them as shown in the example below:
 - 2016-2017 Salary Rate: \$6,332.15
 - 2017-2018 Salary Rate Effective July 1, 2017: $\$6,332.15 + 3\% = \$6,522.11$
 - 2018-2019 Salary Rate Effective July 1, 2018: $\$6,522.11 + 3\% = \$6,717.77$

11. I was represented by another union for a portion of 2017-2018 and now I am represented by UTLA who is eligible for a salary increase. Am I entitled to receive the wage increase for 2017-2018?

- The increase will be applied to the wages earned while UTLA represented

12. Will my Federal, State and any other applicable withholding tax be affected by the retroactive salary increases?

- As required by the Internal Revenue Service and the Franchise Tax Board, payroll taxes will be deducted in accordance with the applicable Federal/State rates based upon your withholding tax allowance claims on file

13. Will Social Security and Medicare taxes be withheld from the retroactive increase payment?

- Yes, for employees who elected to have Social Security and Medicare taxes collected, the applicable amount will be withheld as required

14. I am eligible to receive the rate increase payment. Do I have to take any step(s) to get the appropriate credit to my retirement account?

- No. The retirement contributions will be reported to the appropriate retirement agency by LAUSD-Payroll accordingly

15. I have a Garnishment in place. Will these deductions be withheld from the rate increase payment?

- Yes. The Garnishment amounts are determined by the terms of the court order. Each garnishment order clearly specifies the terms – either percentage or an amount. The payroll system is designed to comply with any terms as specified per the orders

16. Will my Voluntary Deductions be withheld from the rate increase payment?

- Yes. All Voluntary Deductions will be withheld based on your request on file, as applicable and scheduled

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17. Will my Union Dues deduction be withheld from the rate increase payment?

- Yes. The Union Dues deductions will be reflected in the “Post-Tax Deductions” section of your paycheck
 - The first line item “Leg Ret UTLA Union Due” will reflect a deduction amount based on the salary payment period up to April 30, 2019
 - The second line item “UTLA – Member Dues” will reflect a deduction amount based on the current salary period of April 1, 2019 – April 30, 2019

18. Will my retirement contributions be withheld from the retroactive salary increase payment?

- Yes, it will be withheld at the rates applicable at the time the wages were earned

19. How can I view and download my May 3, 2019 paystub via Employee Self Service (ESS)?

- You can access Employee Self Service by opening the hyperlink <https://ess.lausd.net/go#Shell-home>
- Enter your LAUSD email address and password, then click Sign-in
- To view your paystubs, click My Paystubs tile
- To view a paystub, click pay date 05/03/2019
- To view the entire paystub, click on Open as PDF button. It displays the paystub in new window

20. Who should I contact if I have questions regarding my salary pay rates?

- Contact Human Resources at (213) 241-5300 Monday – Friday 8:00AM – 5:00PM

21. Who should I contact if I have questions regarding the Legacy Retro UTLA Union Dues deduction amount?

- Contact UTLA by email at membership@utla.net OR call (213) 487-5560

22. Who should I contact if I have questions regarding my paycheck?

- Contact the Payroll Administration Branch by email at payrollsupport@lausd.net OR call (213) 241-2570 Monday – Friday 8:00AM – 4:30PM
- Identify your email or call as:
 - May 3, 2019 Salary Increase
- To ensure that you receive a prompt and timely response, please be sure that the following information is included in your email or is provided to the Customer Service Representative if making a phone inquiry:
 - Name
 - Employee number
 - Telephone number and the best time to be contacted
 - The reason why you think your paycheck is incorrect
- A payroll specialist will review your paycheck and contact you at the number provided

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23. The following pages are samples of employees' paystubs with explanations of the salary increases and retroactive payments.

- To help you understand, the following are the sections of your paystub.

Section 1 - Payroll Period and Pay Date

Section 2 - Prior Pay Adjustments (Includes Retroactive Salary Payment and adjustments for the January strike time as indicated in question 6 above)

Section 3 - Current Pay

Section 4 - District Paid Benefits

Section 5 - Pre-Tax Deductions

Section 6 - Post-Tax Deductions

Section 7 - Gross Pay to Net Pay

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ATTACHMENT 1

Salaried Employee's Paystub Sample: (Example; Teachers, Counselors, School Nurses)

Employee Statement of Earnings - Payroll Help: payrollsupport@lausd.net										Tax Exemptions																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Pre-Tax Deductions</th> <th>Current</th> <th>YTD</th> <th>Post-Tax Deductions</th> <th>Current</th> <th>YTD</th> <th>Totals</th> <th>Current</th> <th>YTD</th> </tr> </thead> <tbody> <tr> <td>STRS EE</td> <td>774.67-</td> <td>2,633.00-</td> <td>Leg Ret UTLA Union Due</td> <td>32.51-</td> <td>32.51-</td> <td>Gross</td> <td>7,767.43</td> <td>25,977.74</td> </tr> <tr> <td>Cur Year Repay D</td> <td>418.14-</td> <td>1,672.55-</td> <td>UTLA - Member Dues</td> <td>84.52-</td> <td>84.52-</td> <td>Imputed Income</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>UTLA - Premiums</td> <td>1.67-</td> <td>1.67-</td> <td>Pre-Tax Deduct</td> <td>1,192.81-</td> <td>4,305.55-</td> </tr> <tr> <td colspan="6"></td> <td>Taxable Earnings</td> <td>6,574.62</td> <td>21,672.19</td> </tr> <tr> <td colspan="6"></td> <td>FED Withholding</td> <td>954.62-</td> <td>5,870.12-</td> </tr> <tr> <td colspan="6"></td> <td>FED EE Medicare</td> <td>112.62-</td> <td>376.68-</td> </tr> <tr> <td colspan="6"></td> <td>CA Withholding</td> <td>372.48-</td> <td>2,000.00-</td> </tr> <tr> <td colspan="6"></td> <td>Post-Tax Deduct</td> <td>118.70-</td> <td>118.70-</td> </tr> <tr> <td colspan="6"></td> <td>Non-Tax Reimburs</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>Total Pre-Tax:</td> <td>1,192.81-</td> <td>4,305.55-</td> <td>Total Post-Tax:</td> <td>118.70-</td> <td>118.70-</td> <td>Total Net Pay</td> <td>5,016.20</td> <td></td> </tr> </tbody> </table>												Pre-Tax Deductions	Current	YTD	Post-Tax Deductions	Current	YTD	Totals	Current	YTD	STRS EE	774.67-	2,633.00-	Leg Ret UTLA Union Due	32.51-	32.51-	Gross	7,767.43	25,977.74	Cur Year Repay D	418.14-	1,672.55-	UTLA - Member Dues	84.52-	84.52-	Imputed Income	0.00	0.00				UTLA - Premiums	1.67-	1.67-	Pre-Tax Deduct	1,192.81-	4,305.55-							Taxable Earnings	6,574.62	21,672.19							FED Withholding	954.62-	5,870.12-							FED EE Medicare	112.62-	376.68-							CA Withholding	372.48-	2,000.00-							Post-Tax Deduct	118.70-	118.70-							Non-Tax Reimburs	0.00	0.00	Total Pre-Tax:	1,192.81-	4,305.55-	Total Post-Tax:	118.70-	118.70-	Total Net Pay	5,016.20																																																																																																																																																																																																																																																																																																																																																	
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Section 1

Section 2

Prior Pay Adjustments
3% Salary Rate Increase for the 2017-18 School Year

The Difference Between Positive and Negative Lines is the 3% Rate Increase for Non-Salary Pay

Section 4

Current Pay Reflecting 2018-19 3% Rate Increase (Your New Salary)

Section 3

Unpaid / Unexcused Time will Also be Adjusted Accordingly

Legacy Retro UTLA Union Dues Up to 4/30/2019

Current Period UTLA Member Dues

Section 5

Section 6

Section 7

FREQUENTLY ASKED QUESTIONS

2019 UTLA Retroactive Salary Rate Increase Payment

ATTACHMENT 2

Hourly Employee's Paystub Sample: (Example; Day-to-Day Substitutes, Adult School Teachers)

Employee Statement of Earnings - Payroll Help: Section 1 payrollsupport@lausd.net										Tax Exemptions	
Name	EE ID	Payroll Period		Pay Date	Payroll Payment	PS-Area	FED / M / Exemptions = 03			CA / M / Exemptions = 03	
LAST, FIRST	123456	04/01/19 To:04/30/19		05/03/19	Cert DD*XXXX	UU					
Payments	Per End	SB	PS-Grp	PL	PERNR	Cost Ctr	Rate	Hours	Gro		
PRIOR PAY ADJUSTMENTS Section 2											
Regular Time Pay	07/31/17	C	SUBDTD	XX	00223456	1000001	19.52274	50.00-	976.14		
Regular Time Pay	07/31/17	C	SUBDTD	XX	00223456	1000001	20.10842	50.00	1,005.42		
Regular Time Pay	08/31/17				00123456		44.24296	78.00	3,450.95		
Regular Time Pay	08/31/17				00123456		42.95433	78.00-	3,350.44		
Regular Time Pay	08/31/17	C	SUBDTD	XX	00223456	1000001	19.52274	31.50-	614.97		
Regular Time Pay	08/31/17	C	SUBDTD	XX	00223456	1000001	20.10842	31.50	633.42		
Regular Time Pay	08/31/17				00223456		20.10842	30.00	603.25	District Paid Benefits	
Regular Time Pay	08/31/17				00223456		19.52274	30.00-	585.68		
Regular Time Pay	09/30/17	C	SUBDTD	XX	00123456	1000001	44.24296	54.00	2,389.12	Kaiser IRMO (A) ER 5,253.54	
Regular Time Pay	09/30/17	C	SUBDTD	XX	00123456	1000001	42.95433	54.00-	2,319.53	DeltaCare PMI (I) ER 136.20	
Regular Time Pay	09/30/17	C	SUBDTD	XX	00123456	1000001	44.24296	12.00	530.92	EVC (K) ER 41.85	
Regular Time Pay	09/30/17	C	SUBDTD	XX	00123456	1000001	42.95433	12.00-	515.45		
Regular Time Pay	09/30/17				00123456		32.78367	6.00	196.70		
Regular Time Pay	09/30/17				00123456		31.82881	6.00-	190.97		
Regular Time Pay	09/30/17	C	SUBDTD	XX	00223456	1000001	19.52274	26.00-	507.59		
Regular Time Pay	09/30/17	C	SUBDTD	XX	00223456	1000001	20.10842	26.00	522.82		
CURRENT PAY * Section 3											
Regular Time Pay	04/30/19	C	SUBDTD	XX	00123456	1000001	33.76718	8.00	270.14	Hours	
Regular Time Pay	04/30/19	C	SUBDTD	XX	00123456	1000001	33.76718	42.00	1,418.22		
Regular Time Pay	04/30/19	C	SUBDTD	XX	00123456	1000001	33.76718	6.00	202.60		
Hours Summary											
Regular Time Pay	10/31/17	C	SUBDTD	XX	00123456	1000001	31.82881	18.00-	572.92		
Regular Time Pay	10/31/17	C	SUBDTD	XX	00123456	1000001	32.78367	18.00	590.11		
Unpaid-Unexcused	01/31/19	C	SUBDTD	XX	00123456	1000001	31.82881	6.00-	190.97		
Unpaid-Unexcused	01/31/19	C	SUBDTD	XX	00123456	1000001	32.78367	6.00	196.70		
Unpaid Holiday Time	01/31/19	C	SUBDTD	XX	00123456	1000001	31.82881	6.00-	190.97		
Unpaid Holiday Time	01/31/19	C	SUBDTD	XX	00123456	1000001	32.78367	6.00	196.70		
Pre-Tax Deductions		Current	YTD	Post-Tax Deductions		Current	YTD	Totals		Current	YTD
STRS EE		351.72-	351.72-	Leg Ret UTLA Union Due		25.07-	25.07-	Gross		3,547.75	3,547.75
Cur Year Repay D		309.55-	309.55-	UTLA - Member Dues		84.52-	84.52-	Imputed Income		0.00	0.00
				UTLA - Premiums		1.67-	1.67-	Pre-Tax Deduct		661.27-	661.27-
								Taxable Earnings		2,886.48	2,886.48
								FED EE Medicare		372.51-	372.51-
								FED EE Medicare		51.44-	51.44-
								CA Withholding		154.28-	154.28-
								Post-Tax Deduct		111.26-	111.26-
								Non-Tax Reimburs		0.00	0.00
Total Pre-Tax:		661.27-	661.27-	Total Post-Tax:		111.26-	111.26-	Total Net Pay		2,196.99	

Prior Pay Adjustments
The Difference Between Positive and Negative Lines is the 3% Rate Increase

Current Pay Reflecting 2018-19 3% Rate Increase (Your New Rate)

Unpaid / Unexcused Time will Also be Adjusted Accordingly

Legacy Retro UTLA Union Dues Up to 4/30/2019

Current Period UTLA Member Dues

Section 5

Section 6

Section 7