

OVERVIEW

This presentation will explain an underpayment that may have occurred for some former Sheriff's Department employees who were assigned to the Medical Services Bureau and worked weekends during the period of April 30, 2014, through April 30, 2017. The following will be covered in this presentation.

- Applicable Bargaining Units
- Process for submitting a claim
- Claim Forms
- Contact Information

APPLICABLE MOU LANGUAGE

Bargaining Units 221, 222, 311, and 312

- **BU 221 and 222: Weekend Bonus** - Bargaining Unit employees who work on a weekend shall receive an additional bonus of \$1.00 for each hour worked on a weekend. For the purpose of paying the weekend bonus, a weekend shall be defined as any hours occurring between the hours of 7:00 p.m. Friday through 7:00 a.m. Monday.
- **BU 311 and 312: Weekend Differential** - Registered Nurses, excluding Relief Nurses, who work on a weekend (i.e., 7 p.m. on Friday through 7 a.m. on Monday) shall receive an additional \$2.25 per hour bonus for each hour worked on a weekend. Weekend hours for the purpose of this agreement are not governed by Article 45 of this MOU.

HOW TO FILE A CLAIM

If you believe you were not paid your weekend/differential bonus during the period of April 30, 2014, through April 30, 2017, you will need to submit a claim as follows:

Each claim must be provided using the Sheriff's Weekend Differential (Payroll Code 539) Claim Form. You may complete as many pages of this form necessary to cover the dates you believe you were not paid.

Each claim must be accompanied by a corresponding eHR Time History – All Earnings Pay History Report Query (PHRQ)

- Copy of instructions, PHRQ exemplar and Claim Form are included for your review on the following slides.

HOW TO FILE A CLAIM (continued)

Reviewing and highlighting your PHRQ will assist you in accurately recalling the dates/days/hours you worked and the Bonus pay you may or may not have received for those hours worked.

After reviewing and highlighting your PHRQ, if you were not paid for your Bonus (Payroll Code “EC 539”), you may then submit the completed Claim Form **ALONG** with your corresponding highlighted PHRQ.

You will be instructed in the near future of when to submit your claim report(s) to your Nurse Manager.

HOW TO FILE A CLAIM (Continued)

For each date/shift you claim your weekend/differential bonus was not paid, you are required to highlight (using a yellow highlighter) the following on your PHRQ, which you will subsequently submit with your claim:

1. Event Date
2. Day of Week
3. Event Type “099 Regular Earnings”
4. Hours

PHRQ INSTRUCTIONS

Time History Report

Employees may now easily access their Time History Report by logging in to mylacounty.gov.

The Time History Report displays time usage processed in our payroll system. The time usage information includes regular earnings (Event Type 099), leave events used such as Vacation (Event Type 021) and Holiday (Event Type 012), and overtime events including paid Ordered Overtime (Event Type 791), paid Voluntary Overtime (Event Type 701), and applicable Premium Overtime (Event Type 731).

Steps to run the Time History Report

- 1) Log in to mylacounty.gov
- 2) Click on the "Time History Report" application



- 3) Enter the following information in the Time History prompt page
 - A. Appointment ID: Select Primary, Secondary, or Both*
 - B. From Date: Starting date of report
 - C. To Date: Ending date of report (the system will only be able to provide information for the last pay period processed).
 - D. Event Type
 - i. All Earnings: Will include regular earnings, leave balances, and overtime.
 - ii. Prime Variances Only: Will NOT include regular earnings. Select this option when providing a Time History Report for interview purposes.

A. Appointment ID: * see asterisks (*) below
Secondary
Both

B. From Date:

C. To Date:

D. Event Type:
Prime Variances Only

- 4) Once selections are made, click on "Finish" (bottom left of page). The report may be printed or saved as a PDF file.

* Chose "Primary" unless you hold two County positions (e.g., you hold a Senior Clerk –AND– a Matron position). If you hold two positions, chose which earnings to view: "Primary" displays your "full-time" position's; "Secondary" displays your "part-time" position's; or "Both" displays both your full-time and part-time positions'.

PHRQ EXEMPLAR



Time History - All Earnings

From: 01/31/2016 To: 07/31/2016

Request User ID: e123456
Request Department: SH Sheriff

Employee ID: 123456
Employee Name: DOE, JANE A

Department: SH Sheriff
Unit: 16405
Title: 5121 NURSE PRACTITER
Sub-title: A
Appointment ID:
Job Appointment Date: 04/01/2012

Event Date	Day of Week	Event Type	Hours	Process Date	Hourly Rate/End of Pay Period Calc Sal
02/01/2016	Mon	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
02/02/2016	Tue	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
02/03/2016	Wed	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
		701 PAID OT	02:30	02/21/2016	68.3554
02/04/2016	Thurs	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
02/05/2016	Fri	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
02/06/2016	Sat	731 PRM OT-SYSM	02:30	02/21/2016	68.3555
02/08/2016	Mon	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
02/09/2016	Tue	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
02/10/2016	Wed	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
02/11/2016	Thurs	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
02/12/2016	Fri	099 REGULAR EARNs	08:00	02/21/2016	5,946.9200
		701 PAID OT	01:30	02/21/2016	68.3554
02/13/2016	Sat	731 PRM OT-SYSM	01:30	02/21/2016	68.3554
02/15/2016	Mon	012 HOLIDAY USAGE	08:00	02/21/2016	67.5786
02/16/2016	Tue	099 REGULAR EARNs	08:00	03/08/2016	5,946.9200
02/17/2016	Wed	099 REGULAR EARNs	08:00	03/08/2016	5,946.9200
		701 PAID OT	01:00	03/08/2016	68.3554
02/18/2016	Thurs	099 REGULAR EARNs	08:00	03/08/2016	5,946.9200
02/19/2016	Fri	099 REGULAR EARNs	08:00	03/08/2016	5,946.9200

Report ID: TMA-ODTIMEHISTORY

Run Date: 08/22/2018 11:07 AM

WHERE TO SUBMIT YOUR CLAIM

When instructed to do so, you are to submit your *packaged* claim report(s) to your Nurse Manager.

It is recommended that you maintain a copy for your records before submitting your claim.

All submitted claims will be directed to the Sheriff's Department Personnel Administration Bureau, Pay, Leaves and Records Unit for review, research and processing of your claim. Any overpayments discovered will also be resolved.

WHEN WILL YOUR CLAIM BE PAID

The Sheriff's Department's Personnel Administration Bureau, Pay, Leaves, and Records Units will review, research and process your claim. Any overpayments discovered will also be resolved.

Time sheets must be retrieved from archive files and reviewed for accuracy. Due to the number of anticipated claims that may be submitted, processing will take some time.

The Sheriff's Department's goal is to resolve all claims as soon as possible, but no later than an agreed upon date.

CONTACT INFORMATION

If you have any questions, please contact:

➤ Marisa Szep, SEIU – (213) 300-5304

Please, do not contact the LASD's Pay, Leaves, and Records Units or DHS's Payroll.