



NEW PAYROLL SYSTEM (APRIL 30, 2010) LEAVE TIME USAGE

Auditor –Controller
Announcement
Issue 5
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Page 1 of 2

In this Issue:

Leave

- AWOP
- 70% Salary Continuation for job related injuries
- 100% Salary Continuation for safety job injuries (4850 Benefits)
- Part Pay Sick 50% and 65%
- Short Term Disability (STD)

Frequently Asked Questions

For more details on these issues and other information visit the Employee Portal: <http://payroll.lacounty.gov/faq> or ask your payroll manager.

What is Changing?

The County will be replacing its payroll system (CWPAY) with the April 30, 2010 payday. To further elaborate on the changes impacting employee absences, highlighted are the following topics: Absent Without Pay (AWOP), Salary Continuation for job injuries, Part Pay Sick (PPS) and Short Term Disability (STD).

What Do I Need to Know?

100% LEAVE BENEFIT TIME

With the change to the new eHR Payroll System, use of 100% leave time (e.g.: Vacation, Sick, Compensatory Time Off, Holiday, Elective Leave and Non-Elective Leave) will have no effect on an employee's pay.

ABSENT WITHOUT PAY

With the new eHR Payroll System, AWOP will only be recorded on scheduled Work Days and the loss of pay for AWOP will be calculated using the Work Day rate for the pay period. The Work Day rate has a calculated value greater than the Calendar Day rate, so the loss of a single day of pay will be greater. (See example on page 2).

100% SALARY CONTINUATION (4850 BENEFITS) and 70% SALARY CONTINUATION FOR JOB RELATED INJURIES

Labor Code Section 4850-eligible employees absent due to job injuries, will be paid 100% salary continuation (4850 Benefits) calculated at their Work Day rate for each scheduled Work Day off.

Employees eligible for 70% salary continuation for job related injuries will be paid using a percentage of their Calendar Day pay rate for each Calendar Day off. This will ensure compliance with State regulations.

eHR Payroll Highlights!

- Replacing a 30-year old payroll system (CWPAY)
- First Payday: April 30, 2010
- Earnings and Deductions on each pay statement

PART PAY SICK BENEFITS

With pay based on Work Days in the new system, an employee will only use Part Pay Sick hours on scheduled Work Days. Currently with Calendar Day pay, Part Pay Sick hours are recorded on each day of the month, including weekends. With the change to Work Day, Part Pay Sick hours will be granted to cover five-day (40-hour) work weeks as opposed to seven-day (56-hour) calendar weeks **with no loss in benefit to employees.** (See example on page 2).

NO FIVE-DAY WAITING PERIOD.

The five-day waiting period before part pay sick can be used will be eliminated. For example, employees will no longer be required to be without pay or use vacation leave before using Part Pay Sick benefits.

SHORT TERM DISABILITY

There will be no change in the granting and usage of short term disability benefits. Upon conversion to the semi-monthly Work Day pay cycle, short term disability will only be reported on scheduled Work Days instead of Calendar Days.

NOTE: When recording a leave type for an entire month, there will be no change in the amount of pay.

For more information on the new eHR Payroll System, please visit the LA County Employee Portal at: <http://payroll.lacounty.gov>



LEAVE TIME USAGE EXAMPLES

ABSENT WITHOUT PAY (AWOP) EXAMPLE

An employee earns \$5,000.00 per month and is planning to take one day off during a month. Under the existing payroll system, if the employee is absent without pay one 8-hour day, he will have \$161.29 deducted from his payroll check for his absence [$\$5,000.00 \text{ monthly pay} \div 31 \text{ Calendar Days per month} = \161.29].

Under the new eHR Payroll System, an employee's loss of pay is based on the Work Day rate for that semi-monthly pay period. For example, an employee with a semi-monthly salary of \$2,500.00 scheduled to work 88 hours in the pay period will have a pay-period hourly rate of \$28.41 ($\$2,500 / 88$), and will lose \$227.28 for an 8-hour AWOP day.

Under Work Day pay, employees will not be charged AWOP for non-schedule days (days-off). This may increase employee earnings. See Frequently Asked Questions, Leave Time Use (L1), for additional AWOP examples at the LA County Employee Portal at <http://payroll.lacounty.gov>.

PART PAY SICK EXAMPLE

Mary Smith has 5 years of service. At the beginning of the year, she is granted 65% Part Pay Sick hours to cover **2 weeks**. The hours granted to Mary based on Calendar Day usage, and Work Day usage (**Providing no loss in benefits**) are:

Calendar Day Usage (Current) 112 Hours = 2 weeks at 56 hours used a week

Work Day Usage (New) 80 Hours = 2 weeks at 40 hours used a week

Mary is scheduled to work 80 hours during the first two weeks of April 2010, but became ill and must use two weeks of 65% Part Pay Sick (PPS) hours. A comparison of Calendar and Work Day hours used is:

Day of Week	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Day of Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14

Current -Calendar Day Hours Used - 112 hours total (56 hours/week)

PPS Hrs Reported	8	8	8	8	8	8	8	8	8	8	8	8	8	8
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New- Work Day Hours Used - 80 hours total (40 hours/week)

PPS Hrs Reported	8	8			8	8	8	8	8			8	8	8
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Scheduled Work Days



Non-Scheduled Days

No Change in Benefits!

For additional information on the granting and usage of Part Pay Sick benefits, see **Frequently Asked Questions, Leave Time Usage (L2)**, at the LA County Employee Portal at <http://payroll.lacounty.gov>.

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