



NEW PAYROLL SYSTEM (APRIL 30, 2010) PERSONNEL AND PAY EVENTS

Auditor-Controller
Announcement
Issue 6
January 2010
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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. With the implementation of the new eHR Payroll System, semi-monthly pay schedules will be used to calculate selected pay and personnel events such as mid-period salary changes, payments to employees leaving County service and traffic mitigation allowances.

What Do I Need to Know?

MID-PERIOD SALARY CHANGES

When an employee's salary changes in the middle of a pay period, the County's current practice is to pay a percentage of each salary based upon the number of calendar days at each salary level in the month. In the eHR Payroll System, the practice will continue but the length of the pay period is changing from monthly to semi-monthly.*

EMPLOYEE LEAVING COUNTY SERVICE

When a monthly employee leaves County service, the employee will be paid for each calendar day in service at the semi-monthly calendar day rate.*

eHR Payroll Highlights!

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

TRAFFIC MITIGATION (CIVIC CENTER PARKING) AND TRANSPORTATION ALLOWANCES

Eligible employees receiving the Traffic Mitigation Allowance are paid \$70.00 once a month on the 15th payday. Eligible employees electing to receive a transportation allowance are paid a transportation allowance once a month on the 15th payday. With the new eHR Payroll System, eligible employees will be paid half the allowance on each semi-monthly pay day.

* Exceptions to the calendar-day processing described for personnel events can occur when some non-routine leave events overlap.



PERSONNEL AND PAY EVENTS EXAMPLES

MID-PERIOD SALARY CHANGE*

The employee's monthly salary is changing from \$5,000.00 to \$5,500.00 on June 11, 2010. Under semi-monthly payroll the salary will be changing from \$2,500.00 to \$2,750.00 on June 11, 2010.

The current practice to calculate the employee's monthly salary is as follows:

Current Calculation	Salary	Paid Salary
Salary From 06/01 to 06/10	\$5,000.00	\$1,666.67
Salary From 06/11 to 06/30	\$5,500.00	\$3,666.67
Total Paid Salary for June		\$5,333.34

The new eHR payroll system will calculate the monthly salary as follows:

New Calculation	Salary	Paid Salary
Salary From 06/01 to 06/10	\$2,500.00	\$1,666.67
Salary From 06/11 to 06/15	\$2,750.00	\$916.67
Salary From 06/16 to 06/30	\$2,750.00	\$2,750.00
Total Paid Salary for June		\$5,333.34

Note: Salary changes that occur in other than 30day months will result in pay differences between the current and new payroll system.

EMPLOYEE LEAVING COUNTY SERVICE*

A monthly employee with a salary of \$5,000.00 (semi-monthly salary of \$2,500.00) terminates County services on June 11, 2010.

The current practice is to calculate the employee's final regular pay as follows:

Current Calculation	Salary	Paid Salary
Regular Pay from 06/01 to 06/10 - 10 of 30 Calendar Days	\$5,000.00	\$1,666.67

The new eHR payroll system will calculate the employee's final regular pay as follows:

New Calculation	Salary	Paid Salary
Regular Pay from 06/01 to 06/10 - 10 of 15 Calendar Days	\$2,500.00	\$1,666.67

Note: The final payout of regular earning will result in other than a 30 day month will result in pay differences between the current and new payroll system.

- * Exceptions to the calendar-day processing described for personnel events can occur when some non-routine leave events overlap.