

PAYROLL SERVICES



Introductions

The background features abstract geometric shapes in various shades of blue and dark blue, primarily concentrated on the right side of the frame. The shapes include triangles and polygons of different sizes and orientations, creating a dynamic and modern aesthetic. The overall composition is clean and professional.

- **Shami Brar**, Fiscal Services Administrator
 - **Rosie Moreno-Molnar**, Sr. Payroll Clerk, Certificated Sub Payroll
 - **Harmony Miller**, Benefits Payroll/Clerk, Health Benefits
 - **Jim Firth**, Benefits/Payroll Clerk, Certificated Extra Duty Payroll and Health Benefits
 - **Elizabeth De La Cruz**, Benefits/Payroll Clerk, Classified Monthly Payroll and Classified Sub Payroll
 - **Cassie McCraw**, Benefits/Payroll Clerk, Classified Part-Time Payroll and Casual Employee Payroll
 - **Joane Sampson**, Benefits/Payroll Clerk, Certificated Payroll

Suggestions and Practices

The slide features a white background with abstract, overlapping geometric shapes in various shades of blue (light blue, medium blue, and dark blue) on the right side. The shapes are angular and layered, creating a modern, dynamic look.

COMPLETING TIMESHEETS:

- Print legible name on timesheets (Same name as in HRS - or hired with)
- Complete timesheets in black or blue ink only (no pencil or other colors please)
- All timesheets must be completed in full, including the description/reason:
 - extra hours or overtime
 - full name of employee a substitute is covering for
 - AESOP number
 - extra or additional work
 - open position

SORTING TIMESHEETS:

- Classified Hourly Brown with Pink (regular hours with extra hours)
- AVID/Math Tutors - intermingle Lilac with Brown and Pink
- Noon Duties - Lilac at the end of your stack
- Classified Sub - All green into separate stack
- Light Blue OT (indicate whether the employee is hourly or monthly in upper right corner - due on the 20th of the month)

SUBMITTING TIMESHEETS:

- Alphabetize timesheets by last name
- Timesheets must be received in a timely manner in order to pay within that pay period.
- Classified Timesheets are generally due on the 15th and the last working day of the month (unless otherwise indicated via email correspondence)
- Timecards are due on the last working day of the month (unless otherwise indicated via email correspondence)
- Sub Certificated and Certificated Extra Hours due on the last working day of the month (unless otherwise indicated via email correspondence)
- Time Conversion Sheet (Hand Out Provided)

AESOP:

- Reporting absences in AESOP for all employees is essential

FEDERAL & STATE WITHHOLDING:

- Entered when received
- Submit on 25th of the month to affect the entire month

DIRECT DEPOSITS:

- Payroll makes every effort to enter when received and prior to cut off date
- Closing an account with your financial institution affects a deposit (please contact Payroll Services immediately)
- A returned/rejected direct deposit or replacement of any check may take up to two (2) weeks to process by LACOE

Questions?

Comments?

Concerns?