



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

Auditor-Controller
Announcement
Issue 6 Revised
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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?

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

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 change to pay the employee based on the scheduled hours reported at the work day rate for each semi-monthly salary.

EMPLOYEE LEAVING COUNTY SERVICE

When a monthly employee leaves County service, the employee will be paid for the scheduled hours reported at the semi-monthly work day rate.

TRAFFIC MITIGATION (CIVIC CENTER PARKING) AND TRANSPORTATION ALLOWANCES

Eligible employees electing to receive a \$70.00 transportation allowance are currently paid 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.

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



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 8, 2010. Under semi-monthly payroll the salary will be changing from \$2,500.00 to \$2,750.00 on June 8, 2010.

The current practice is to pay a percentage of each salary based upon the number of calendar days at each salary level in the month.

Current Calculation	Salary	Paid Salary
Salary From 06/01 to 06/07 ($\$5,000 \times 7/30$)	\$5,000.00	\$1,166.67
Salary From 06/08 to 06/30 ($\$5,500 \times 23/30$)	\$5,500.00	\$4,216.67
Total Paid Salary for June		\$5,383.34

In the eHR Payroll System the practice will change to pay the employee based on the scheduled hours reported at the work day rate for each semi-monthly salary.

New Calculation– Employee is scheduled to work 88 hours in the first half of June. The employee works 40 hours at the \$2,500 salary, and 48 hours at the \$2,750 salary. In the second half of June the employee works 88 hours at the \$2,750 salary.

New Calculation	Salary	Paid Salary
Salary From 06/01 to 06/07 ($\$2,500/88 \times 40$)	\$2,500.00	\$1,136.36
Salary From 06/08 to 06/15 ($\$2,750/88 \times 48$)	\$2,750.00	\$1,500.00
Salary From 06/16 to 06/30 ($\$2,750/88 \times 88$)	\$2,750.00	\$2,750.00
Total Paid Salary for June		\$5,386.36

EMPLOYEE LEAVING COUNTY SERVICE

A monthly employee with a salary of \$5,000.00 (semi-monthly salary of \$2,500.00) terminates County service on June 9, 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 06/08 ($\$5,000 \times 8/30$)	\$5,000.00	\$1,333.33

The new eHR Payroll System will calculate the employee's final regular pay based on the scheduled hours reported at the work day rate for each semi-monthly salary.

New Calculation– Employee is scheduled to work 88 hours in the first half of June. The employee works 48 hours at the \$2,500 salary before leaving County service.

New Calculation	Salary	Paid Salary
Regular Pay from 06/01 to 06/08 ($\$2,500 \times 48/88$)	\$2,500.00	\$1,363.64