El Camino College

New Payroll System
Classified and Confidential Staff

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New Payroll System – Classified and Confidential Staff

Why are we implementing a new system?

When is the change happening?

What is changing?

New Payroll System – Classified and Confidential Staff

- **Why?**

  - Required by LACOE (Los Angeles County Office of Education)

- **When?**

  - April pay period

- **What?**

  - Direct Deposit

  - Supplemental Checks

  - Tax withholding

  - New Semi-monthly timesheet

  - Paid Semi-monthly

  - New Paystub

New Payroll System – Classified and Confidential Staff

Direct Deposit

No paper checks when direct deposit is set up

Supplemental checks

Garnishments

Supplemental Checks

1 to 2 supplemental check runs available each week

Verification process required

Payments processed outside the regular pay cycle will take longer in the new system

Tax withholding

Pay is not aggregated in new system

New Payroll System – Classified and Confidential Staff

New Semi-Monthly Timesheet

Required to submit 2 timesheets each month

1st through 15th

16th through month end

Time absent and overtime reported in hours and minutes

All paid days off reported on timesheet

Fridays off in summer – record as holiday

3 paid days off during winter break – record as holiday

Comp time will continue to be tracked by each department and reported on the timesheet

New Payroll System – Classified and Confidential Staff

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASSIFIED EMPLOYEES MONTHLY TIME REPORT

LAST NAME:

PAYROLL EMPLOYEE ID:

MONTH: YEAR:

FIRST NAME:

LOCATION CODE:

DAYS:
◉ DAYS 1-15   ◯ DAYS 16-31

DAY / DATE	DURATION		CODE	DESCRIPTION	DURATION		CODE	LDPR 5-DIGITS
	HOURS	MINS.			HOURS	MINS.		
	ABSENCES				OVERTIME			
1								
2								
3								
4								
5								
6								
7								
8								

New Payroll System – Classified and Confidential Staff

Paid Semi-Monthly

Pay dates stay the same

Gross pay 50% of monthly salary – no ESA

Monthly deductions and reductions split equally between both paychecks

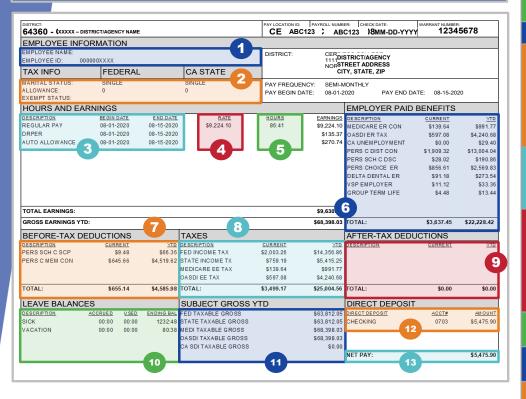**New Paystub**

Longevity will be paid as a separate item

Paid leave and holiday pay will be line items in earnings section on paystub

Sick leave balance will include both advanced sick leave and sick leave bank

ESL balances will not show on paystub

HOW TO READ YOUR PAY STUB IN THE BEST ADVANTAGE SYSTEM – HCM APPLICATION

Sample pay stub showing the following labeled sections:

| DISTRICT: 64360 - (XXXXX – DISTRICT/AGENCY NAME) | PAY LOCATION ID: CE | PAYROLL NUMBER: ABC123 | CHECK DATE: MM-DD-YYYY | WARRANT NUMBER: 12345678 |

EMPLOYEE INFORMATION
EMPLOYEE NAME:
EMPLOYEE ID: 000000XXXX

DISTRICT: CERRITOS COLLEGE / DISTRICT/AGENCY / STREET ADDRESS / CITY, STATE, ZIP

TAX INFO | **FEDERAL** | **CA STATE**
MARITAL STATUS: SINGLE / SINGLE
ALLOWANCE: 0 / 0
EXEMPT STATUS:

PAY FREQUENCY: SEMI-MONTHLY
PAY BEGIN DATE: 08-01-2020   PAY END DATE: 08-15-2020

HOURS AND EARNINGS

DESCRIPTION	BEGIN DATE	END DATE	RATE	HOURS	EARNINGS
REGULAR PAY	08-01-2020	08-15-2020	$9,224.10	86:41	$9,224.10
DRPER	08-01-2020	08-15-2020			$135.37
AUTO ALLOWANCE	08-01-2020	08-15-2020			$270.74

EMPLOYER PAID BENEFITS

DESCRIPTION	CURRENT	YTD
MEDICARE ER CON	$139.64	$991.77
OASDI ER TAX	$597.08	$4,240.68
CA UNEMPLOYMENT	$0.00	$29.40
PERS C DIST CON	$1,909.32	$13,004.04
PERS SCH C DSC	$28.02	$190.86
PERS CHOICE ER	$856.61	$2,569.83
DELTA DENTAL ER	$91.18	$273.54
VSP EMPLOYER	$11.12	$33.36
GROUP TERM LIFE	$4.48	$13.44

TOTAL EARNINGS: $9,630
GROSS EARNINGS YTD: $68,398.03
TOTAL: $3,637.45 $22,228.42

BEFORE-TAX DEDUCTIONS

DESCRIPTION	CURRENT	YTD
PERS SCH C SCP	$9.48	$66.36
PERS C MEM CON	$645.66	$4,519.62
TOTAL:	$655.14	$4,585.98

TAXES

DESCRIPTION	CURRENT	YTD
FED INCOME TAX	$2,003.26	$14,356.86
STATE INCOME TX	$759.19	$5,415.25
MEDICARE EE TAX	$139.64	$991.77
OASDI EE TAX	$597.08	$4,240.68
TOTAL:	$3,499.17	$25,004.56

AFTER-TAX DEDUCTIONS

DESCRIPTION	CURRENT	YTD
TOTAL:	$0.00	$0.00

LEAVE BALANCES

DESCRIPTION	ACCRUED	USED	ENDING BAL
SICK	00:00	00:00	1232:48
VACATION	00:00	00:00	80:38

SUBJECT GROSS YTD

FED TAXABLE GROSS	$63,812.05
STATE TAXABLE GROSS	$63,812.05
MEDI TAXABLE GROSS	$68,398.03
OASDI TAXABLE GROSS	$68,398.03
CA SDI TAXABLE GROSS	$0.00

DIRECT DEPOSIT

DIRECT DEPOSIT	ACCT#	AMOUNT
CHECKING	0703	$5,475.90

NET PAY: $5,475.90

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1 Employee Information. Displays your employee name and ID. This is used to identify you in the HCM System.

2 Tax Info. Displays Income tax withholding information, your allowances, marital status and exempt status when applicable.

3 Hours & Earnings. Displays all types of earnings that count as income, such as regular pay/hours, shift differentials, overtime, incentives, etc.

4 Rate. Displays your hourly rate depending on how you are paid.

5 Hours. Displays the number of hours you worked.

6 Employer Paid Benefits. Displays Benefits and total amounts paid for by your employer

7 Before Tax Deductions. Displays the deductions/reductions taken from your earnings before taxes are calculated and withheld. These IRS defined items include pre-tax deductions such as:
- Medical, dental, and vision premiums
- Flexible Spending Accounts (Health & Dependent Care Plans)
- Deferred Compensation/Tax Sheltered Annuities
- The Earned Salary Advance (ESA) reduction
- CalPERS/CalSTRS Employee contributions

8 Taxes. Displays statutory taxes taken after income taxes are calculated and withheld may include:
- Social Security (OASDI) tax
- Medicare (MEDICARE) tax
- Federal Withheld tax (FW)
- State Withheld tax (SWT)

9 After-Tax Deductions. Displays additional or voluntary deductions taken after taxes which may include:
- Credit Union Deductions
- Supplemental Life Insurance
- Union and/or Association Dues
- State Disability Insurance Premium (SDI), if applicable
- Medical, dental, and vision premiums
- Flexible Spending Accounts (Health & Dependent Care Plans)

10 Leave Balances. Reflects sick and vacation balances based on your eligibility for the leave type.

11 Subject Gross YTD. Displays taxable gross dollar amount which forms the basis to calculate taxes.

12 Direct Deposit. Can be distributed to multiple accounts.

13 Net Pay. Reflects the total net amount of your paycheck.

Los Angeles County Office of Education
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Business Enhancement System Transformation (BEST) Project

Questions?

El Camino College