

Payroll



This section contains information you need to make sure the financial part of your relationship with the County runs smoothly, including:

- Salary
- Paydays
- How to Read a Paystub
- Direct Deposit
- Overtime
- Salary Increases
- Mileage/Parking Reimbursement

Salary

Your starting salary was verified for you when you signed all your incoming papers. If your item is on a step pay plan, you receive scheduled raises annually, until you reach your maximum step, as long as you perform competently. If you have questions, contact your supervisor or your departmental personnel/human resources office.

Paydays

Monthly employees are paid for the previous calendar month on the 15th of the current month. If you're on direct deposit, you'll get an advance of approximately half your salary on the 30th of the month.

When a payday falls on a weekend or a holiday, you're paid on the last workday before the weekend or holiday.

How to Read a Paystub

Your paystub contains useful information, such as income tax deductions and flexible benefits information. To make it easier for you to find the information you need, the illustration at right shows a sample County employee paystub. The information fields are numbered, and the following list gives the definition for each field:

- | | | |
|--|---|--|
| 1. Employee's Dept. Number | 24. Current Amount Deposited for Employee | 42. YTD Tax/Deduction Amount |
| 2. Employee's Dept. Pay Location | 25. Current Imputed Income | 43. Deduction Code Eligible for County Subsidy or Matching Contributions |
| 3. Employee's ID Number | 26. Year-to-Date (YTD) Imputed Income | 44. Description of County Subsidy/Match |
| 4. Employee's Name | 27. Federal Marital Status | 45. Current County Subsidy/Match |
| 5. Last Day of Current Pay Period | 28. Federal Exemptions Claimed | 46. YTD County Subsidy/Match |
| 6. Direct Deposit Issue Date | 29. Federal Additional Amount Withheld | 47. Source of Flexible Benefit Funds |
| 7. Direct Deposit Number | 30. State Marital Status | 48. Funds Available to Pay Current Flexible Benefits |
| 8. Net Amt. Deposited for Employee | 31. State Exemptions Claimed | 49. YTD Flexible Benefit Funds |
| 9. Date Deposit Made | 32. State Additional Exemptions Claimed | 50. Deduction/Earning Code Paid with Flexible Benefit Funds |
| 10. Employee's Bank Acct. No. | 33. State Additional Amount Withheld | 51. Name of Deduction/Earning Paid with Flexible Benefit Funds |
| 11. Employee's Bank ID Number | 34. Earnings Code Number for Earnings, Advances, and Reimbursements | 52. Current Distribution of Flexible Benefit Funds |
| 12. Employee's ID Number | 35. Earnings Code Description | 53. YTD Distribution of Flexible Benefit Funds |
| 13. Employee's Name | 36. Current Hours or Units Paid | 54. Date of Most Recent Leave Benefit Balance Update |
| 14. Employee's Dept. Number | 37. Current Earnings, Advances or Reimbursements Amount | 55. Leave Benefit Code Number |
| 15. Employee's Dept. Pay Location | 38. YTD Earnings, Advances or Reimbursements Amount | 56. Leave Benefits Code Description |
| 16. Employee's Soc. Security Number | 39. Deduction Code Number | 57. Current Available Hours |
| 17. Direct Deposit Number | 40. Tax/Deduction Description | 58. Current Excess Hours |
| 18. Direct Deposit Issue Date | 41. Current Tax/Deduction Amount | 59. Message |
| 19. Last Day of Current Pay Period | | Note: H.I.T. is Health Insurance Tax (Medicare) |
| 20. Total Current Earnings | | |
| 21. Total Current Advances | | |
| 22. Total Current Reimbursements | | |
| 23. Total Period Taxes and Deductions Withheld | | |

County Of Los Angeles
 Auditor-Controller's General Fund
 Auditor-Controller's Office - Los Angeles, CA

Account Date: 10/31/02
 Issue Date: 11/15/02
 Reference No: 4436548

NOT NEGOTIABLE - AUTOMATIC DEPOSIT RECEIPT

①
 ②
 ③

④ JOHN DOE

⑤ The sum of \$** 493.35 has been
 ⑥ deposited on 11/15/02 for
 ⑦ Your Account No: 54236487
 ⑧ Your Bank I.D. : 42576152

Thanks for participating in our Direct Deposit Program!

County of Los Angeles - Statement of Earnings, Deductions, and Benefit Balances - Payroll for Time Periods																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																											
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<td>984.60</td> <td>083</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>084</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>084</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>085</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>085</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>086</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>086</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>087</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>087</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>088</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>088</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>089</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>089</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>090</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>090</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>091</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>091</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>092</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>092</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>093</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>093</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>094</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>094</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>095</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>095</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>096</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>096</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>097</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>097</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>098</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>098</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>099</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>099</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> <tr> <td>100</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> <td>100</td> <td>2.15%</td> <td>46.23</td> <td>984.60</td> </tr> </tbody> </table>												W-4 DATA				DE 4 DATA				Code	Rate	Current	Year-To-Date	Code	Rate	Current	Year-To-Date	001	2.15%	46.23	984.60	001	2.15%	46.23	984.60	002	2.15%	46.23	984.60	002	2.15%	46.23	984.60	003	2.15%	46.23	984.60	003	2.15%	46.23	984.60	004	2.15%	46.23	984.60	004	2.15%	46.23	984.60	005	2.15%	46.23	984.60	005	2.15%	46.23	984.60	006	2.15%	46.23	984.60	006	2.15%	46.23	984.60	007	2.15%	46.23	984.60	007	2.15%	46.23	984.60	008	2.15%	46.23	984.60	008	2.15%	46.23	984.60	009	2.15%	46.23	984.60	009	2.15%	46.23	984.60	010	2.15%	46.23	984.60	010	2.15%	46.23	984.60	011	2.15%	46.23	984.60	011	2.15%	46.23	984.60	012	2.15%	46.23	984.60	012	2.15%	46.23	984.60	013	2.15%	46.23	984.60	013	2.15%	46.23	984.60	014	2.15%	46.23	984.60	014	2.15%	46.23	984.60	015	2.15%	46.23	984.60	015	2.15%	46.23	984.60	016	2.15%	46.23	984.60	016	2.15%	46.23	984.60	017	2.15%	46.23	984.60	017	2.15%	46.23	984.60	018	2.15%	46.23	984.60	018	2.15%	46.23	984.60	019	2.15%	46.23	984.60	019	2.15%	46.23	984.60	020	2.15%	46.23	984.60	020	2.15%	46.23	984.60	021	2.15%	46.23	984.60	021	2.15%	46.23	984.60	022	2.15%	46.23	984.60	022	2.15%	46.23	984.60	023	2.15%	46.23	984.60	023	2.15%	46.23	984.60	024	2.15%	46.23	984.60	024	2.15%	46.23	984.60	025	2.15%	46.23	984.60	025	2.15%	46.23	984.60	026	2.15%	46.23	984.60	026	2.15%	46.23	984.60	027	2.15%	46.23	984.60	027	2.15%	46.23	984.60	028	2.15%	46.23	984.60	028	2.15%	46.23	984.60	029	2.15%	46.23	984.60	029	2.15%	46.23	984.60	030	2.15%	46.23	984.60	030	2.15%	46.23	984.60	031	2.15%	46.23	984.60	031	2.15%	46.23	984.60	032	2.15%	46.23	984.60	032	2.15%	46.23	984.60	033	2.15%	46.23	984.60	033	2.15%	46.23	984.60	034	2.15%	46.23	984.60	034	2.15%	46.23	984.60	035	2.15%	46.23	984.60	035	2.15%	46.23	984.60	036	2.15%	46.23	984.60	036	2.15%	46.23	984.60	037	2.15%	46.23	984.60	037	2.15%	46.23	984.60	038	2.15%	46.23	984.60	038	2.15%	46.23	984.60	039	2.15%	46.23	984.60	039	2.15%	46.23	984.60	040	2.15%	46.23	984.60	040	2.15%	46.23	984.60	041	2.15%	46.23	984.60	041	2.15%	46.23	984.60	042	2.15%	46.23	984.60	042	2.15%	46.23	984.60	043	2.15%	46.23	984.60	043	2.15%	46.23	984.60	044	2.15%	46.23	984.60	044	2.15%	46.23	984.60	045	2.15%	46.23	984.60	045	2.15%	46.23	984.60	046	2.15%	46.23	984.60	046	2.15%	46.23	984.60	047	2.15%	46.23	984.60	047	2.15%	46.23	984.60	048	2.15%	46.23	984.60	048	2.15%	46.23	984.60	049	2.15%	46.23	984.60	049	2.15%	46.23	984.60	050	2.15%	46.23	984.60	050	2.15%	46.23	984.60	051	2.15%	46.23	984.60	051	2.15%	46.23	984.60	052	2.15%	46.23	984.60	052	2.15%	46.23	984.60	053	2.15%	46.23	984.60	053	2.15%	46.23	984.60	054	2.15%	46.23	984.60	054	2.15%	46.23	984.60	055	2.15%	46.23	984.60	055	2.15%	46.23	984.60	056	2.15%	46.23	984.60	056	2.15%	46.23	984.60	057	2.15%	46.23	984.60	057	2.15%	46.23	984.60	058	2.15%	46.23	984.60	058	2.15%	46.23	984.60	059	2.15%	46.23	984.60	059	2.15%	46.23	984.60	060	2.15%	46.23	984.60	060	2.15%	46.23	984.60	061	2.15%	46.23	984.60	061	2.15%	46.23	984.60	062	2.15%	46.23	984.60	062	2.15%	46.23	984.60	063	2.15%	46.23	984.60	063	2.15%	46.23	984.60	064	2.15%	46.23	984.60	064	2.15%	46.23	984.60	065	2.15%	46.23	984.60	065	2.15%	46.23	984.60	066	2.15%	46.23	984.60	066	2.15%	46.23	984.60	067	2.15%	46.23	984.60	067	2.15%	46.23	984.60	068	2.15%	46.23	984.60	068	2.15%	46.23	984.60	069	2.15%	46.23	984.60	069	2.15%	46.23	984.60	070	2.15%	46.23	984.60	070	2.15%	46.23	984.60	071	2.15%	46.23	984.60	071	2.15%	46.23	984.60	072	2.15%	46.23	984.60	072	2.15%	46.23	984.60	073	2.15%	46.23	984.60	073	2.15%	46.23	984.60	074	2.15%	46.23	984.60	074	2.15%	46.23	984.60	075	2.15%	46.23	984.60	075	2.15%	46.23	984.60	076	2.15%	46.23	984.60	076	2.15%	46.23	984.60	077	2.15%	46.23	984.60	077	2.15%	46.23	984.60	078	2.15%	46.23	984.60	078	2.15%	46.23	984.60	079	2.15%	46.23	984.60	079	2.15%	46.23	984.60	080	2.15%	46.23	984.60	080	2.15%	46.23	984.60	081	2.15%	46.23	984.60	081	2.15%	46.23	984.60	082	2.15%	46.23	984.60	082	2.15%	46.23	984.60	083	2.15%	46.23	984.60	083	2.15%	46.23	984.60	084	2.15%	46.23	984.60	084	2.15%	46.23	984.60	085	2.15%	46.23	984.60	085	2.15%	46.23	984.60	086	2.15%	46.23	984.60	086	2.15%	46.23	984.60	087	2.15%	46.23	984.60	087	2.15%	46.23	984.60	088	2.15%	46.23	984.60	088	2.15%	46.23	984.60	089	2.15%	46.23	984.60	089	2.15%	46.23	984.60	090	2.15%	46.23	984.60	090	2.15%	46.23	984.60	091	2.15%	46.23	984.60	091	2.15%	46.23	984.60	092	2.15%	46.23	984.60	092	2.15%	46.23	984.60	093	2.15%	46.23	984.60	093	2.15%	46.23	984.60	094	2.15%	46.23	984.60	094	2.15%	46.23	984.60	095	2.15%	46.23	984.60	095	2.15%	46.23	984.60	096	2.15%	46.23	984.60	096	2.15%	46.23	984.60	097	2.15%	46.23	984.60	097	2.15%	46.23	984.60	098	2.15%	46.23	984.60	098	2.15%	46.23	984.60	099	2.15%	46.23	984.60	099	2.15%	46.23	984.60	100	2.15%	46.23	984.60	100	2.15%	46.23	984.60
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Direct Deposit

Direct deposit is a way of depositing your paycheck in a checking or savings account automatically. You choose the account the deposit will be made into. Then, instead of receiving a check on payday, you receive a deposit stub showing that the money has been deposited into your account. As an added benefit, monthly employees on direct deposit receive an advance of half their monthly salary on the 30th of the month, instead of having to wait until the 15th of the following month.

You should receive direct deposit signup forms during your first day on the job. If you need a form, contact your departmental personnel/human resources office. Direct deposit is completely voluntary. Be sure to notify your payroll office if you change your bank or bank account.

Overtime

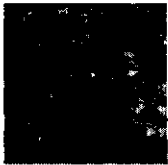
Not all positions qualify to receive overtime compensation. If your position does qualify, you may be compensated in pay or accrued time. You must always get prior approval from your supervisor before working overtime. If you have questions, see your supervisor or your departmental personnel/human resources office.

Fair Labor Standards Act

Most County employees receive overtime compensation for working more than 40 hours in a week, as described in the Fair Labor Standards Act (FLSA). The FLSA is a federal law applicable to County employees since the mid 1980s.

Most professional, managerial, and high level staff positions are considered exempt from the provisions of the FLSA. Exempt positions generally do not receive additional pay for working more than 40 hours in a week. However, exempt employees may accrue time to be used at a later date when they can claim a full shift, based on departmental policy.

NOTE: Policy regarding the form by which overtime is compensated varies from department to department. Consult with your supervisor or your departmental personnel/human resources to determine the policy in your department.



Salary Increases

Salary increases are dependent on your pay plan. The types of pay plans are:

- General Step Pay Plan
- Physician Pay Plan
- Management Appraisal and Performance Plan

General Step Pay Plan

The step pay plan is intended to increase an employee's pay in steps as he or she acquires experience. Most County employees are paid on the County Standardized Salary Schedule. A number-and-letter combination is used to define the pay level. The number is referred to as the schedule, and the letter is referred to as the level. For each schedule and level there are five steps, which are approximately 5.5 percent apart.

A few classes are paid on an alternate salary grid. The pay level and the number of steps are identified for each item by the Board of Supervisors. Steps may be in increments of more or less than the standard 5.5 percent.

Step Anniversary Date

Employees normally are initially placed on the first step in the salary schedule for their classification, although some classifications begin at higher steps. Future steps are granted on the employee's step anniversary date, which is usually one year from the appointment date.

The step anniversary date is always adjusted to fall on the first day of a month. If the date of appointment to the class is from the 1st to the 15th of the month, the step anniversary date is set to the 1st of that month. If the appointment date is from the 16th to the end of the month, the step anniversary date is set to the 1st of the following month.

Step Advances and Salary Adjustments

Step advances are granted, usually at one-year intervals, until the top step approved for the class is reached. The top step is usually the fifth step, but some classes are paid on a range with more or fewer than five steps. Step advances are granted only if the employee's current annual performance evaluation is rated "Competent" or better.

In addition to step advances, salaries are adjusted periodically by the Board of Supervisors or through negotiations with labor unions to ensure County salaries are sufficient to attract and retain quality employees. All adjustments must be approved by the Board of Supervisors.

Physician Pay Plan

Physicians are paid on a separate salary grid, called the Physician P Schedule, with 13 steps for each level and 14 different salary levels. Each physician classification and specialty is assigned a salary level approved by the Board of Supervisors. The beginning step varies with each physician, normally based on prior experience.

Management Appraisal and Performance Plan

The Management Appraisal and Performance Plan (MAPP) is the pay plan for top management and high-level staff positions. Under this pay plan, salary increases are linked to performance.

The MAPP Salary Structure Table contains no specific steps. Instead, the grid consists of a broad range, with the mid-point of each range called the control point. Employees move through the range based on performance and periodic adjustments to ensure the salary range is appropriate for each class. The salary range is established for each class by the Board of Supervisors.

Generally, upon appointment, an employee can be placed anywhere along the salary range as determined by the department head. However, there are various rules to be followed and approvals obtained before placement above the control point or placement resulting in a large percentage increase can be made.