



NEW eHR PERSONNEL AND TIMEKEEPING SYSTEM (APRIL 30, 2012 PAYDAY) BONUSES AND STEP PLACEMENT

Auditor-Controller
Announcement
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Frequently Asked Questions

For more details on these issues and other information visit the Employee Portal: <http://mylacounty.gov> or ask your personnel or payroll manager.

What is Changing?

Beginning with the April 30, 2012 payday, eHR will replace the Countywide Timekeeping and Payroll, Personnel System (CWTAPPS). Bonuses that are stated as schedules and levels on the Standardized Salary Schedule Table (Salary Grid) will be simplified to be a standard percentage amount.

If you are not currently paid on the Salary Grid, then you are not affected by the changes described below. Current percentages that are used to calculate your salary and determine the step placement upon promotion will not change.

eHR Highlights!

- Replacing a 20-year old personnel and timekeeping system (CWTAPPS)
- First Payday: April 30, 2012
- Simplified Salary Calculations
- Greater Access to Personal Information through Employee Self Service (ESS)

What Do I Need to Know?

SCHEDULE/LEVEL BONUSES

If your salary is based on the Salary Grid, you may have a bonus that will increase your salary. Most bonuses are expressed in the County Code or your Memorandum of Understanding (MOU) as a number of "schedules" or "levels".

Does This Impact My Pay?

Under eHR these types of bonuses will change to a standard percentage amount (2.7846 percent for 11 levels). This new method of processing bonuses may result in a slight increase, but never a decrease, to your salary. Examples of how this will work are illustrated on the next page.

STEP PLACEMENT ON PROMOTION

Placement on promotion rules provide that if the employee does not receive a salary increase the equivalent of one full schedule, the employee is placed on the next higher step. With eHR, the employee will be placed on the next higher step if the salary increase is not at least 2.7846 percent. The 2.7846 percent change approximates the percentage increase of one-schedule.

Placement on promotion rules also provide that if the employee does receive a salary increase the equivalent of one schedule but less than two schedules, the employee receives their next step advance in half the time normally required. Under eHR, this will change to 5.6468 percent, the approximate percentage increase of a two-schedule salary increase.

Does This Impact My Pay?

This change may benefit you by placing you at a higher initial salary step on promotion or advancing you to the next step in half the time it would have taken under the current rules.

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



Schedule/Level Bonuses

Example 1

An employee's salary is at the 5th step of Schedule/Level 80A on the Salary Grid. The employee also has an Out-of-Class Bonus expressed as "two standard salary schedules". The monthly salary at Schedule/Level 80A and Step 5 is \$4,554.00.

Under the current practice, the Out-of-Class Bonus will increase the employee's salary to Schedule/Level 82A at Step 5 for a salary of \$4,808.00.

Under eHR, a two-schedule bonus will be converted to 5.6468 percent in order to approximate the value of a two-schedule bonus. Applying 5.6468 percent to the salary of \$4,554.00 provides the employee with a salary of \$4,811.16.

Example 2

Assume the same employee as shown in Example 1, but in addition to the Out-of-Class Bonus, the employee also has a work-related certification bonus (e.g.: Certified Public Accountant) providing a one-schedule increase. The one-schedule bonus is converted to 2.7846 percent.

Under the current practice, the Out-of-Class Bonus and Certification Bonus will place the employee on Schedule/Level 83A at Step 5 on the Salary Grid. This will provide the employee with a salary of \$4,940.00

Under eHR, the Out-of-Class Bonus of 5.6468 percent will be applied first, providing a salary of \$4,811.16. Next, the Certification Bonus of 2.7846 percent is applied providing a total salary of \$4,945.14.

Step Placement on Promotion

Example 3

An employee is a Building Inspector II on Step 3 Schedule/Level 95L and has a monthly salary of \$6,290.64. The employee is promoted to Building Inspector III paid on Schedule/Level 96L.

With our current practice, the employee is placed on Step 3 and paid a monthly salary of \$6,463.27; a one-schedule increase. Because the salary increase is exactly one-schedule (a 2.7442 percent increase) the employee will receive the next step in half the normal time.

With eHR, because the salary increase was less than 2.7846 percent, the employee will be placed on Step 4 of Schedule/Level 96L and paid a monthly salary of \$6,823.36. The next step advance will follow the normal practice.

Example 4

An employee is an Administrative II on Step 3 of Schedule/Level 81K and has a monthly salary of \$4,292.09/month. The employee is promoted to an Administrative Assistant III paid on Schedule/Level 85K.

With our current practice, the employee is placed on Step 2 and paid a monthly salary of \$4,531.82; a two-schedule increase. Because the salary increase is exactly two schedules (a 5.5854 percent increase), the employee will receive the next step following the normal practice.

With eHR, because the salary increase was greater than 2.7846 percent but less than 5.6468 percent, the employee will receive the next step in half the normal time.