Authorized Payroll Periods
Appointing Authorities may use any of the following standard payroll periods. Paychecks must be issued no later than seven calendar days following the end of the pay period. Use of any other payroll period, or a delay of more than seven days for the issuance of paychecks, must be approved by the State Director of Civil Service.

Standard Payroll Periods: Bi-weekly, Weekly, Semi-Monthly, Monthly

NOTE: Agencies paid through the LA Gov HCM system are required to use bi-weekly payroll periods for both classified and unclassified employees.

Reporting Employee Pay

- Pay for **full-time** Classified employees must be reported as a **bi-weekly** amount.
- Pay for **part-time** Classified and Unclassified employees must be reported as an **hourly** amount.
- Pay for **Unclassified** employees may be reported as an **annual**, however all LA Gov HCM users whether paid or non-paid must report as indicated above.

Calculating Employee Pay
Effective October 2, 2000, ALL pay calculations for **classified employees** must be calculated from the employee's HOURLY RATE of pay. All salary amounts must be reported to State Civil Service as a BIWEEKLY RATE for full time employees and HOURLY rate for part-time employees as indicated above in **Reporting Employee Pay**. Normal mathematical rounding will apply to all HOURLY RATES. Rounding should be done from the 3rd decimal place. For example:

Example 1: $10.524 = $10.52

Example 2: $10.525 = $10.53

The rate is then converted to biweekly, as $10.52 x 80 = $841.600 or $841.60

Agencies need not maintain documentation of their individual pay calculations. However, they must be able to explain HOW they reached a particular pay calculation. Further information and examples of the pay calculation can be found in Chapter 6: Compensation Administration Guide.

Special Pay
Agencies must also keep a record of any special pay granted to an employee, such as premium pay, on-call pay, shift differentials, Special Entrance Rates, etc. The documentation of such additional pay must include the appointing authority or designee's authorization as well as Civil Service authorization for the pay as well as reference to the State Civil Service or State Civil Service Commission approved policy.

Agencies that utilize State Civil Service Commission approved Rewards and Recognition, Optional Pay, or Attainment of Advanced Degree policies are required to report all payments to State Civil Service each year.