



LOS ANGELES UNIFIED SCHOOL DISTRICT
MEMORANDUM

PAYROLL TIME-REPORTING SYSTEM
SUMMER SCHOOL SURVEY

DUE: May 28, 2004

TO: Information Technology Division (ITD)
Training (Software Application)
Beaudry Bldg., 10th Floor
FAX: (213) 241-8486

SUMMER SCHOOL SITE: _____ LOC. CODE: _____ DISTRICT _____

SUMMER SCHOOL SITE SCHOOL OFFICE ADMINISTRATIVE ASSISTANT/SCHOOL SECRETARY

COMPLETED BY: _____ TITLE: _____ PHONE # _____

1. Clerical person responsible for time reporting during the summer: (This person is not limited to time reporting for only summer school employees.)

a. Name: _____ Emp. # _____

b. Is this person assigned to your site during the regular school year? YES ☐ NO ☐

If YES, does this person have a LOGON ID? YES ☐ NO ☐ DON'T KNOW ☐

If NO, where is this person assigned? _____

Request for User Authorization Form (Page 2) must be completed for this person and returned to ITD, Beaudry Bldg, 10th floor, by May 28, 2004.

- c. Has this person been trained and used the Summer School Payroll Time Reporting System to report time?

YES ☐ NO ☐ DON'T KNOW ☐

If YES, proceed to question #2

- d. Will there be a clerical staff member who is trained in Summer School time reporting procedures and currently issuing the Payroll Time Reporting System available to assist the summer school reporter?

YES ☐ NO ☐

Name: _____ Title: _____ Emp. #: _____

2. Administrators who will be responsible for certifying payroll:

a. Name: _____ Title: _____ Emp. #: _____

b. Is this person assigned to the summer school site during the regular school year? Yes ☐ NO ☐

If YES, does this person have a LOGON ID? YES ☐ NO ☐

If NO, where assigned?

Request for Use Authorization Form (Attachment N2) must be completed by this person and returned to ITD, Beaudry Bldg, 10th floor by May 28, 2004