

Los Angeles Unified School District

Accounting and Disbursements Division

ROY ROMER
Superintendent of Schools

RICHARD J. KNOTT
Controller

CHARLES A. BURBRIDGE
Chief Financial Officer

KAREN M. TILLMAN
Director
Payroll Services Branch

May 26, 2005

TO WHOM IT MAY CONCERN:

The following will assist you in preparing and submitting payroll reduction documents for Voluntary Benefits.

Additions, Changes and Cancellation are due in the Unit on the **Second Thursday** of the quadri-weekly pay period to be effective with salary payment of that period.

It is of utmost importance that you complete the Reduction Agreements accurately and submit them on the **correct due date**. You may submit one week in advance of due date, but not after due date.

Schedule of due dates to submit **Amendments** and **Cancellations**:

Accounting and Disbursements Division, Payroll Services Branch, Deduction Control.

CERTIFICATED			CLASSIFIED		
Pay Period	Due Date	Eff. Pay Date	Pay Period	Due Date	Eff. Pay Date
3105	06/30/05	07/22/05	0105	07/14/05	08/05/05
3205	07/28/05	08/19/05	0205	08/11/05	09/02/05
3305	08/25/05	09/16/05	0305	09/08/05	09/30/05
2105	09/22/05	10/14/05	0405	10/06/05	10/28/05
2205	10/20/05	11/10/05	0505	11/03/05	11/25/05
2305	11/17/05	12/09/05	0605	12/01/05	12/23/05
2406	12/15/05	01/06/06	0706	12/15/05	01/20/06
2506	01/12/06	02/03/06	0806	01/26/06	02/17/06
2606	02/09/06	03/03/06	0906	02/23/06	03/17/06
2706	03/09/06	03/31/06	1006	03/23/06	04/14/06
2806	04/06/06	04/28/06	1106	04/20/06	05/12/06
2906	05/04/06	05/26/06	1206	05/18/06	06/09/06
3006	06/01/06	06/23/06	1306	06/15/06	07/07/06

If you have any questions, please call Ms. Godine at (213) 241-2898.

Sincerely,

Rick Duran
Payroll Retirement/Deduction Analyst