

LAFD Payroll Issues Update

Friday 1/31/2025

Tiger Team Meeting w/ City Leadership (Wed, 1/29/2025 at 2:30pm)

- Controller's Office
- Mayor's Office
- LAFD Leadership for Personnel, Payroll, and IT
- CAO
- ITA
- Personnel

Seven Issues Communicated by UFLAC

1. MOU 23-Related Retro Payments (Priority 1 Item) **(IN PROGRESS)**
2. Overtime Rate Adjustments (Priority 1 Item) **(IN PROGRESS)**
3. Excess Pension Contributions **(CLOSED)**
4. Voluntary Pension (03R) Health Contributions- \$1,000 Amounts Deducted from Tier 4 and Tier 5 Members **(IN PROGRESS)**
5. Medical Subsidy Increase **(IN PROGRESS)**
6. Uniform Allowance **(CLOSED)**
7. Bonuses (Priority 1 Item) **(IN PROGRESS)**

1. MOU 23-Related Retro Payments (Priority 1 Item)

- Workday (WD) to provide retro analysis report to Fire on 1/30
- Meeting between Fire and WD will be held on 1/31 to discuss findings on report
- Fire payroll staff will review (will take time to review, estimated 2-3 pay periods)
- Once approved by Fire, corrections will be loaded to WD

2. Overtime Rate Adjustments (Priority 1 Item)

- Corrections for overtime retros will be covered under issue #1
- This item (#2) is going to refer to future retroactive updates to be completed by a new integration / configuration enhancement
- Work to begin on the integration / configuration enhancement estimated to start on 2/10 with the second team of Workday consultants

3. Excess Pension Contributions **(CLOSED)**

- Our Payroll Systems team indicated they have no awareness of known issues related to this issue and that pension contributions should be correct

4. Voluntary Pension (03R) Health Contributions- \$1,000 Amounts Deducted from Tier 4 and Tier 5 Members

- LAFPP is handling this item
- Workday generated a related report for LAFPP's review, and our Controller team's next action is to confirm that LAFPP is reviewing said report and loading the appropriate data to facilitate refunds to impacted members
- LAFPP reviewing - estimated completion is Wednesday, 2/5
- Once review is complete, CTR and ITA to convert for refund. Aiming for 3/19 Paycheck

5. Medical Subsidy Increase

- Controller team met with ITA earlier this week to discuss implementing this MOU change
- Requires two part approach
 - Hess (PaySR) Team will analyze PaySR data for PP25 & PP26 (IN PROGRESS)
 - ITA team to analyze PP27 to current data in Workday (COMPLETED)
- Results will be shared with LAFRA and EBD to process refunds

6. Uniform Allowance (CLOSED)

- The Fire employees that were initially affected have all since been made whole
- This matter has been resolved

7. Bonuses (Priority 1 Item)

- Controller team is actively working with Fire on this item
- The Rescue Ambulance (NF) Bonus has been configured and is currently being tested by Fire - if bonuses look good, will move to Production
- Configuration work related to the Acting Pay (FA0-FA9) Bonus is complete and is currently being tested by Controller team. After that, Fire needs to review - if bonuses look good, will move to Production

Other Issues Identified

- Sick time Payouts & Employees that Change Work Schedules (Personnel HCM Workstream)
- Vacation Accrual Issues (Personnel HCM Workstream)
- IOD conversion using PPA tool
- Inability to Print PaySR Paystubs **(CLOSED)**

Other Issues: Sick time Payouts & Employees that Change Work Schedules

- Personnel HCM have begun processing payouts - there is a list of payouts that are excluded because of schedule changes. Fire is manually reviewing and adjusting accordingly
- Personnel to confirm payslip for PP15 and Sick hours
- Personnel to review the balance reduction (800 hrs) issue
- Evaluate and communicate to Fire members regarding Sick balance issue

Other Issues: Vacation Accrual Issues

- Personnel Department working on this issue with Fire

Other Issues: IOD conversion using PPA tool

- Fire has sent 2-3 of these transactions forward to our Controller team for testing and subsequent analysis for accuracy
 - CTR will review next week and if conversion is accurate, payouts will occur on 2/6

Other Issues: Inability to Print PaySR Paystubs **(CLOSED)**

- Following ITA's corrective action taken, Fire and our team were both able to confirm that this problem is now resolved

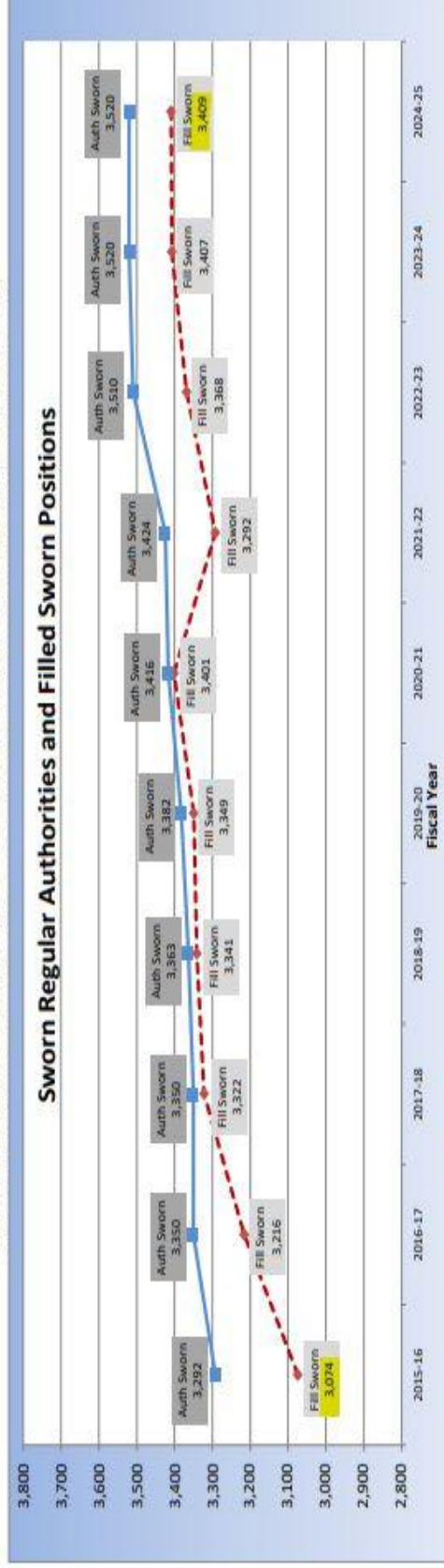
LAFD Staffing - Historical Staffing Summary

- Overall, LAFD's civilian staffing is at levels comparable to FY 2015-2016.
- Despite a continued increase in sworn members, civilian staffing in LAFD's HR and Payroll Divisions have decreased.
- LAFD's Personnel section had 17 authorized civilian positions in FY 2020-2021.
 - Currently there are 14 authorized civilian positions. (1 vacancy.)
 - Records, which is responsible for processing all HR transactions for approximately 3,900 employees, is staffed with only 4 employees. That is a 1:975 ratio.
 - The Civilian Selection Unit, is currently staffed with 2 Administrative Interns.
- LAFD's Payroll section had 10 civilian positions in FY 2020-2021.
 - Currently there are 9 authorized civilian positions. (2 vacancies.)
 - Payroll's ratio is 1:433 (fully staffed).

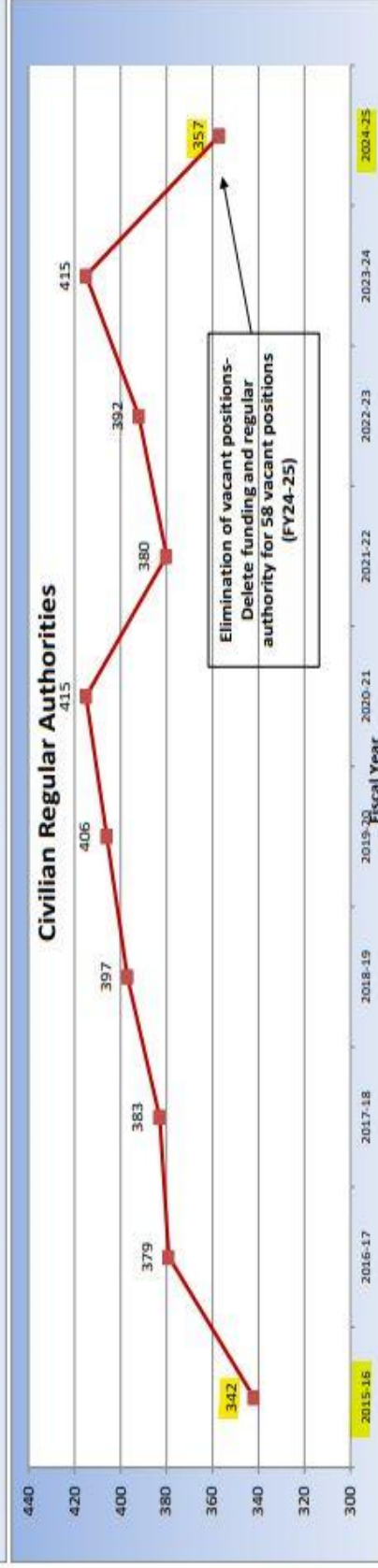
LAFD Staffing - Historical Staffing Summary

SWORN AND CIVILIAN GENERAL FUND AUTHORITY HISTORY

Sworn Regular Authorities and Filled Sworn Positions



Civilian Regular Authorities



Immediate Help / Solutions

- Unable to use Disaster Service Workers (DSW) since these issues don't pertain directly to the recent disasters / wildfires
- Personnel Department and the Office of the City Clerk has made the following positions available to help the Fire Department immediately
 - 30 positions total: 22 - Personnel / 8 - Clerk
 - Personnel - 1 Mgmt Analyst; 1 Payroll Supv; 4 Personnel Records Supv; 7 Sr. Administrative Clerks; 9 Administrative Clerks assisting with HR/Personnel transactions.
 - City Clerk - 1 Mgmt Analyst; 2 Project Coord; 1 Payroll Supv; 1 Personnel Records Supv; 3 Administrative Clerks assisting with HR and Payroll transactions.
 - 11 from Personnel assisted Fire with review and manual adjustments for 300 employees that required review due to schedule changes.

Other Recommendations / Solutions

- Additional Personnel & Payroll Staff for the Fire Department
 - Controller made recommendations on 1/18/25
 - Mayor's Office and CAO to discuss with Fire Leadership on Thursday 1/30 to get more information on staffing
 - Personnel update on which Fire positions identified in the Controller's letter can use emergency appointments
 - Only Personnel Records Supervisor is available for emergency appointment. All of the other positions have eligible lists and would need to be filled through the civil service process
 - Can utilize existing vacant positions to fill with appropriate exempt classifications in lieu

Other Recommendations / Solutions

- Technology: Replacing LAFD NSS System for Sworn Scheduling/Timekeeping
 - ITA & LAFD IT management to work with Workday and UKG to assess features and functions for new Sworn requirements
 - Scheduling demonstrations within next two weeks
 - LAFD to identify contract opportunities and seek funding

Workday Help (No Cost)

- Workday has sent 2 consultants who are currently helping over a four-week period starting the week of January 20
- Workday will send 4-5 more consultants to help for an additional four weeks after the initial four week period