NORWALK - LA MIRADA
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Date: June 5, 2026

To: District Staff

From: Michael R. Gotto, Ed.D., Assistant Superintendent, Human Resources
Alva Diaz, Interim Assistant Superintendent, Business Services

Re: HCM Implementation Anticipated Changes

We are excited to announce that our district will be transitioning from the current Quintessential School Systems (QSS) platform to the new Advantage Human Capital Management (HCM) system, effective October 2026.

As part of this transition, Fiscal Services and the Division of Human Resources are working together to enhance business practices and implement new procedures required by the HCM system.

What is HCM?

Human Capital Management (HCM) is a comprehensive system that integrates key human resources functions, including payroll, benefits, time and attendance, and employee self-service. This new platform will streamline processes, reduce administrative workload, and improve data accuracy across the district.

What Does This Mean for You?

Fiscal Services and the Division of Human Resources have identified several anticipated changes that may affect current business practices beginning in October 2026. As we continue training and working closely with the Los Angeles County Office of Education (LACOE), additional changes may be identified. Any new information will be communicated as it becomes available.

The following changes have been identified to date, more detailed information to follow later:

- Employee ID numbers will change.
- Pay stubs will have a new format.
- Illness and vacation accruals will convert from days to hours.
- Beginning with the 2027–2028 school year, work calendars for all non-student calendar employees and 12-month employees will be standardized.

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- Classified and certificated monthly stipends will be paid with the regular end-of-month payroll, instead of mid-month payroll. This includes, but is not limited to:
    - 6/5th stipends
    - TOSA stipends
    - Nurse stipends
    - Bilingual stipends
    - Hygiene stipends
- Certificated Substitutes will be paid on the 5th of the month, instead of the mid-month payroll.
- Non-Unit and Non-Represented hourly classified employees will transition from a monthly payroll cycle to a semi-monthly payroll cycle.
- End-of-month payroll will be processed on the last working day of each month in accordance with the LACOE holiday calendar. This includes the December payroll check; it will be issued at the end of the month instead of prior to the Christmas holiday.
- Items not received by payroll by the deadline will be processed during the employee's next regular cycle.
- Submission deadlines will change, including but not limited to:
    - Personnel requisitions
    - Timesheet submissions, which will align with LACOE timelines
- Certificated Only: Expiring credentials will be monitored through LACOE. Expired Credentials will result in delayed payment until clearance is received.
- New tax forms will need to be completed.

We understand that transitioning to a new system may present challenges, and we are committed to making this process as smooth as possible. Additional resources, training opportunities, and support materials will be provided to help you navigate the new system and address any questions or concerns.

Thank you for your cooperation, flexibility, and support as we make this important transition. We wish you a restful and enjoyable Summer Break!