

**From:** Michelle Chan <michelle.chan@lacity.org>  
**Sent time:** 10/02/2019 10:28:37 AM  
**To:** Mindy Nguyen <Mindy.Nguyen@lacity.org>  
**Cc:** Gina Ginete <gina.ginete@lacity.org>; Heather Bleemers <Heather.Bleemers@lacity.org>  
**Subject:** Re: Work Order Request for CPC-2019-4639  
**Attachments:** current time sheet PP07 - Mindy.pdf

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Hi Mindy,

I know you are out of office today. Since it is getting close to the payroll close time, you can e-mail us which D time entries need to be changed to the new work order tomorrow. We will directly correct them in paysr. Thanks,



**Michelle Chan**  
Dept. Chief Accountant I  
**Los Angeles City Planning**  
200 N. Spring St., Room 570  
Los Angeles, CA. 90012  
Planning4LA.org  
T: (213) 978-1285

On Wed, Oct 2, 2019 at 10:17 AM Michelle Chan <[michelle.chan@lacity.org](mailto:michelle.chan@lacity.org)> wrote:

Hi Mindy,

I processed the work order setup for case CPC-2019-4639-CU-DB-SPE-SPP-SPR-MCUP last night. The work order C194639C should be available in PAYSR now. Please make the correction and resubmit the D time accordingly.

This is an exception that we processed the work order request in such a short time notice. At the latest, the work order request should be submitted during the pay period the work starts. It will be best to submit the work order request when you have plan to work on a new billable project.

Thank you for your cooperation and understanding.  
Regards,



**Michelle Chan**  
Dept. Chief Accountant I  
**Los Angeles City Planning**  
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On Tue, Oct 1, 2019 at 1:48 PM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Yes, but those were recorded under a generic work order as the new work order number hadn't been requested yet.

On Tue, Oct 1, 2019 at 1:47 PM Michelle Chan <[michelle.chan@lacity.org](mailto:michelle.chan@lacity.org)> wrote:

Hi Mindy,

Did you start working on this project in the pay period ending 9/28/19? Please advise.

Michelle Chan  
Departmental Chief Accountant  
City of Los Angeles  
Department of City Planning  
Administrative Services  
213-978-1285

On Tue, Oct 1, 2019 at 11:26 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

It is only urgent in the sense that I have worked several hours on this project and I would like to bill it accordingly. But if you are ok with me billing it to a generic work order, I can do that.

Thanks!

On Tue, Oct 1, 2019 at 8:35 AM Gina Ginete <[gina.ginete@lacity.org](mailto:gina.ginete@lacity.org)> wrote:

Hi Mindy,

This will be process next week. I have to process payroll this week. If this is urgent, please let us know.

Thank you for your patience.

**Gina** DEPT OF CITY PLANNING  
**Ginete** T 213.978.0169  
Accountant E [gina.ginete@lacity.org](mailto:gina.ginete@lacity.org)  
II **2nd Friday RDO**  
□ 200 N. Spring St., Suite 570  
Los Angeles, CA 90012

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On Tue, Oct 1, 2019 at 8:17 AM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

Just following up on this request.

Thank you.

On Thu, Sep 26, 2019 at 5:30 PM Mindy Nguyen <[Mindy.Nguyen@lacity.org](mailto:Mindy.Nguyen@lacity.org)> wrote:

Hi Gina,

Please see attached WO Request Forms and Invoice (scanned under one single PDF) for the above-referenced project.

Thanks!

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**Mindy Nguyen I Major Projects**

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221 N Figueroa St Suite 1350 I Los Angeles CA 90012

E: [mindy.nguyen@lacity.org](mailto:mindy.nguyen@lacity.org) I T: 213 847 3674

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# City of Los Angeles Time Sheet

Employee: 353305 - NGUYEN, MINDY  
 Job Class: 7944 0-CITY PLANNER  
 Department: 4201-678 PLANNING  
 Pay Period: #07 09/15/2019 - 09/28/2019

**Work Time Week 1**

Variation Code	Work Order	Task	Sub Task	SH	BN	TY	BS	LV	RATE	CASE NBR	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Week 1	Remarks
HW - Hours Worked	W000001N - ADMINISTRATIVE SERVICES	SPV	S000						0.000000			1.00						1.00	
HW - Hours Worked	ACIXXXF - AMENDMNT TO COUNCIL	ADM	S000						0.000000					0.50				0.50	
HW - Hours Worked	C163756C - CPC-2016-3756-GPA-VZC-SP	ADM	S000						0.000000			1.00		1.00				2.00	
HW - Hours Worked	W000001N - ADMINISTRATIVE SERVICES	TNC	S000						0.000000				4.00	2.00				6.00	
HW - Hours Worked	E182116C - ENV-2018-2116-EIR	DER	S000						0.000000			1.00		1.00				2.00	
HW - Hours Worked	W000001N - ADMINISTRATIVE SERVICES	MTG	S000						0.000000					2.00				2.00	
HW - Hours Worked	E182116C - ENV-2018-2116-EIR	MTG	S000						0.000000			1.00						1.00	
HW - Hours Worked	W000001N - ADMINISTRATIVE SERVICES	ADM	S000						0.000000			1.50	1.00	1.00				3.50	
HW - Hours Worked	WCTPLCYN - GENERAL WORK FOR CITYWIDE	BKG	S000						0.000000			1.00						1.00	
HW - Hours Worked	C524072C - CPC-1952-4072-CU-PA1	MTG	S000						0.000000			1.00						1.00	
HW - Hours Worked	C164888C - CPC-2016-4888-TDR-MCUP-SPR	APV	S000						0.000000			1.50	3.00					4.50	
HW - Hours Worked	I150981C - DIR-2015-981-SPR	HRP	S000						0.000000				1.00					1.00	
HW - Hours Worked	SPRXXXXF - SITE PLAN REVIEW	ADM	S000						0.000000					0.50				0.50	
HW - Hours Worked	C163990C - CPC-2016-3990-GPA-VZC-CUB-ZV-	SUP	S000						0.000000					1.00				1.00	
VC - Vacation	W9BENEFT - ACCUMULTR FOR EMPLOYEE	CTO	PAY						0.000000						9.00	8.00		17.00	
		Total									0.00	9.00	9.00	9.00	9.00	8.00	0.00	44.00	

**Non-Work Time Week 1**

Variation Code	Work Order	Task	Sub Task	SH	BN	TY	BS	LV	RATE	CASE NBR	Sun 15	Mon 16	Tue 17	Wed 18	Thu 19	Fri 20	Sat 21	Week 1	Remarks
PA - Overtime (1.5)	ZBSFOR90 - BACKLOG STRIKE FORCE	ADM	S000						0.000000			1.50						1.50	
PA - Overtime (1.5)	E182116C - ENV-2018-2116-EIR	DER	S000						0.000000			0.50	1.00					1.50	
		Total									0.00	2.00	1.00	0.00	0.00	0.00	0.00	3.00	

**Work Time Week 2**

Variation Code	Work Order	Task	Sub Task	SH	BN	TY	BS	LV	RATE	CASE NBR	Sun 22	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Week 2	Remarks
HW - Hours Worked	WPREENTL - PRE-ENTITLEMENT	MTG	S000						0.000000						1.00			1.00	
HW - Hours Worked	E163809C - ENV-2016-3809-EIR	MTG	S000						0.000000					1.00				1.00	
HW - Hours Worked	E175091C - ENV-2017-5091-EIR	DER	S000						0.000000					1.00	1.50			2.50	
HW - Hours Worked	W000001N - ADMINISTRATIVE SERVICES	ADM	S000						0.000000					1.00	1.00			2.00	
HW - Hours Worked	WCTPLCYN - GENERAL WORK FOR CITYWIDE	BKG	S000						0.000000					1.50				1.50	
HW - Hours Worked	E170438C - ENV-2017-0438-EIR	DER	S000						0.000000						3.50			3.50	
HW - Hours Worked	W000001N - ADMINISTRATIVE SERVICES	MTG	S000						0.000000					1.00				1.00	
HW - Hours Worked	E182116C - ENV-2018-2116-EIR	DER	S000						0.000000					1.50	2.00			3.50	
HW - Hours Worked	W000001N - ADMINISTRATIVE SERVICES	TNR	S000						0.000000					2.00				2.00	
VC - Vacation	W9BENEFT - ACCUMULTR FOR EMPLOYEE	CTO	PAY						0.000000			9.00	9.00					18.00	
		Total									0.00	9.00	9.00	9.00	9.00	0.00	0.00	36.00	

# City of Los Angeles Time Sheet

Employee: 353305 - NGUYEN, MINDY  
 Job Class: 7944 0-CITY PLANNER  
 Department: 4201-678 PLANNING  
 Pay Period: #07 09/15/2019 - 09/28/2019

Non-Work Time Week 2

Variation Code	Work Order	Task	Sub Task	SH	BN	TY	BS	LV	RATE	CASE NBR	Sun 22	Mon 23	Tue 24	Wed 25	Thu 26	Fri 27	Sat 28	Week 2	Remarks
PA - Overtime (1.5)	ZBSFOR90 - BACKLOG STRIKE FORCE	ADM	S000						0.000000					2.00				2.00	
			Total								0.00	0.00	0.00	2.00	0.00	0.00	0.00	2.00	

Grand Total

1																		Week 1	Week 2
2			Total															44.00	36.00

Submitted By: minguyen - NGUYEN, MINDY  
 Submission Date: 09/26/2019 05:32:25 PM  
 Supervisor Signature: hbleemers 352785 - BLEEMERS, HEATHER  
Approved  
09/27/2019 12:23:24 PM