



July 28, 2023

TO: Business and Accounting, Payroll, Personnel Administrators
Los Angeles County K-12 School and Community College Districts, Charter Schools,
Regional Occupational Centers/Programs (ROC/Ps),
Other Local Educational Agencies (LEAs)

FROM: Gabriel Leung, Assistant Director
Jenny Zermeño, Disbursements and Financial Systems Manager
Division of School Financial Services

SUBJECT: New BEST Advantage Hours: 7:00 a.m. – 7:30 p.m.

The Los Angeles County Office of Education is pleased to announce new online hours for the BEST Advantage Financial System, beginning **Monday, July 31, 2023**. This change applies to Financial (FIN), Budget (BUD) and Human Capital Management (HCM).

**New Hours: Monday through Saturday, 7:00 a.m. – 7:30 p.m.
No availability on Sunday**

Please note that this is a pilot to help with year-end activities and evaluate if the change can be permanent. As you are aware, we are still in the middle of implementation and want to ensure we have enough time to run the nightly cycles. We will continue to monitor the system processes; if we encounter issues, the former schedule may be reinstated. On occasion, Saturday availability may be limited (e.g. 7:00 a.m. – 3 p.m.). Any schedule changes will be posted on the BEST Portal page.

If you have any questions regarding this bulletin, please feel free to contact Gabriel Leung at (562) 922-6416 or via e-mail at Leung_Gabriel@lacoedu, or Jenny Zermeño at (562) 922-8874 or via e-mail at Zermeno_Jenny@lacoedu.

Approved:
Nkeiurka Benson, Director
Division of School Financial Services

GL/JZ:lt

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