

Date: June 2, 2016
To: Budget Managers, Grant & Special Program Coordinators
From: Peggy Isozaki, Director of Fiscal Services
Subject: Fiscal Year 2016-17 Hourly Timecard Schedule

With the narrow payroll processing calendar of our financial system, Banner, we need the help of departments to meet routine timecard deadlines. Compliance with the following guidelines is mandatory and will assist us in ensuring timecard users are paid on time and correctly:

1. All timecard users must have a PAF (Personnel Action Form) and an active Banner position effective for the current semester. Simply submitting a timecard will not get the employee paid. This fact applies to all positions and activity, including all grants and stipends awarded. For information on processing PAFs or new hire paperwork, please refer to the Human Resources training document located here: <http://www.marin.edu/HR/PDF/Hourly-New-Hire/HourlyPAFtraining.pdf>
2. **Submit new and revised PAFs (Personnel Action Forms) directly to Fiscal Services for FOAP review by the due date listed on page 2 of this memorandum.** Fiscal Services will then forward the PAF to Human Resources. PAFs submitted must include all proper signatures and supporting documentation. Short-term, hourly employees cannot begin working until the Board of Trustees has taken action at a regularly-scheduled meeting to approve the position. Hourly PAFs are valid for one semester only, either July-December or January-June.
3. Timecards must be fully completed in ink; pencil is unacceptable. All fields on the timecard must be completed, including the Employee Banner I.D. (M00#), the Banner Position Number (available from Human Resources), the position FOAP coding, the position pay rate, daily hours worked, daily hours an employee was sick, total Sick Hours, and total number of Work Days. The timecard template has been revised to accommodate recording of sick hours for eligible hourly employees. This memorandum includes a sample completed timecard on Page 3 for reference.
4. **Timecards must be signed and dated** by the employee, the supervisor, and the budget manager. **Supervisors and Budget Managers are responsible for timecard accuracy and information and must also print their names on the timecard.**
5. The FOAP on the timecard must match the one authorized and approved on the PAF for the employee Banner position. No other FOAP number can be substituted. Provide the FOAP (Fund-Organization-Account-Program) in the Banner format.
6. The ALL TIME WORKED recorded as worked during the month must equal the total HOURS area on the timecard. Use quarter hour increments for both hours worked and sick hours. Indicate the amount of time worked, not the start and stop times. Quarter hour increments should be designated as $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or .25, .50, .75.
7. The Current Month areas on the far right side of the timecard must be completed; otherwise, we do not know which month the employee worked.
8. Timecards must be submitted to payroll by the due dates indicated on Page 2 of this memorandum. Timecards submitted late will not be processed until the following pay period.
9. Hours submitted should be for actual time worked. Do not estimate hours through the end of the month. Include only those hours actually worked through the date the card is signed and submitted.

Subsequent hours for the end of the month should be recorded on the following month's timecard. In June of each year, the District *may* allow an exception to capture all hours in the current fiscal year. Any fiscal year-end exception will be communicated directly to budget managers.

- Timecards will not be accepted if delivered by the employee being paid. If the supervisor does not deliver them, then the supervisor should send the timecards by campus mail in a sealed envelope.

IMPORTANT

ALL APPLICANTS PROPOSED FOR EMPLOYMENT MUST GO TO THE HUMAN RESOURCES OFFICE BEFORE ANY EMPLOYMENT COMMITMENT IS MADE AND BEFORE THEY ARE ALLOWED TO PERFORM ANY WORK, IN ORDER TO ESTABLISH EMPLOYMENT ELIGIBILITY UNDER THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

FY 2016-2017 BOARD ITEM / PAF / TIMECARD DUE DATE SCHEDULE

<u>MONTH</u>	<u>BOARD ITEM INFO TO HR *</u>	<u>PAF DUE TO FISCAL</u>	<u>TIMECARD DUE IN PAYROLL</u>	<u>PAYDATE **</u>
July	07/05/16	07/13/16	07/26/16	08/10/16
August	08/01/16	08/15/16	08/26/16	09/09/16
September	09/06/16	09/14/16	09/27/16	10/07/16
October	10/03/16	10/14/16	10/26/16	11/10/16
November	10/31/16	11/14/16	11/23/16	12/09/16
December	11/14/16	11/30/16	12/19/16	01/10/17
January	01/03/17	01/16/17	01/26/17	02/10/17
February	02/06/17	02/09/17	02/23/17	03/10/17
March	02/27/17	03/15/17	03/28/17	04/10/17
April	04/03/17	04/13/17	04/25/17	05/10/17
May	05/01/17	05/10/17	05/25/17	06/09/17
June	06/05/17	06/14/17	06/27/17	07/10/17

*** PLEASE NOTE:** **SHORT-TERM HOURLY EMPLOYEES CANNOT BEGIN WORKING UNTIL THE BOARD HAS TAKEN ACTION AT A REGULARLY SCHEDULED MEETING TO APPROVE THE POSITION.**
 PAFs (Personnel Action Forms) **including all proper signatures and supporting paperwork**, for certificated substitutes (and other hourly personnel), students, and non-student personnel **must be** received by H.R. and completed by H.R. **before** the employee begins work. New hires **MUST** provide proper identification to complete their new hire forms **before the employee begins work.**

IT IS NOT THE HUMAN RESOURCES OR THE PAYROLL DEPARTMENTS' RESPONSIBILITY TO ACQUIRE ALL OF THE PROPER SIGNATURES ON PAFs AND TIMECARDS.

**** PLEASE NOTE: Payday is the tenth day of the month, or the preceding business date if the 10th falls on a weekend or national holiday.** All paychecks will be placed in the U.S. mail. Direct deposit is available and encouraged for all employees; please see the Payroll site at <http://www.marin.edu/fiscal/payroll.html> for a direct deposit enrollment form and instructions.

SUBSTITUTE TIMECARDS WILL NOT BE PAID UNTIL HUMAN RESOURCES HAS VERIFIED THAT AN ABSENCE REPORT HAS BEEN SUBMITTED FOR THAT DATE.

If there are any questions concerning the schedule, or if you need a supply of timecards, please call the Payroll Unit at the Indian Valley Campus, extension 8163 or 8164.

SAMPLE COMPLETED TIMECARD:

Recording Sick Time Instructions for Hourly Employees:

To complete sick time hours, write "S" in the calendar field, and record the number of hours sick. If sick and work hours are to be recorded on a single day, draw a diagonal line to split the field, and write an "S" and the number of hours to be reported for sick time, and write the number of work hours on the bottom right area of the field.

BANNER ID # M 1 2 3 4 5 6 7 8		NAME - LAST Sample, Sally		FIRST Sally		POSITION # P 1 2 3 4 5 - 0 0																																															
SICK HRS 11	WORK HRS 31	RATE \$10.00	# WORK DAYS 6	COLLEGE OF MARIN		FUND 11100	ORGN 12345	ACCOUNT 23200	PROGRAM 123000																																												
SUBSTITUTE FOR _____		HR APPROVAL _____				RECORD ALL TIME WORKED IN CORRECT BLOCKS FOR DAYS OF MONTH(S) WORKED																																															
PENAL CODE 72 STATES FALSE OR FRAUDULENT CLAIMS CONSTITUTE FELONIES. SEE BACK OF CARD FOR FURTHER CONDITIONS.																																																					
Employee signature Sally Sample		Date 10-24-15		<table border="1" style="width:100%; border-collapse: collapse; text-align:center;"> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>Prior month/year</td> </tr> <tr> <td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td rowspan="5">Current month/year OCT 2015</td> </tr> <tr> <td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td> </tr> <tr> <td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td> </tr> <tr> <td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td> </tr> <tr> <td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td> </tr> </table>						25	26	27	28	29	30	31	Prior month/year	1	2	3	4	5	6	7	Current month/year OCT 2015	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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For information on the Healthy Workplace Healthy Family Act of 2014 (AB 1522), visit <http://www.marin.edu/HR/news.html>