

## Fiscal Year 2023-24 Hourly Timecard Submission Guidelines & Schedule

Date: June 6, 2023  
To: Budget Managers, Grant & Special Program Coordinators  
From: Tony Clark, Director of Fiscal Services

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As we begin a new fiscal year, we hope this communication finds you safe and well. Below are some guidelines and instructions for submitting monthly timecards. Page 2 of this communication includes general instructions for timecard completion, and page 3 provides the FY 2023-24 timecard submission schedule.

### Timecard Guidelines

- For Hourly employees only, download the Hourly Timecard here: [Timecard PDF](#).
- For Regular employees seeking overtime, access the “**Overtime/Authorization Instructions**” in the **Employee Resources – Payroll section of the MyCOM portal**. *The Overtime Authorization and Monthly Overtime Time Worked report are now a combined document that must be routed through Adobe Sign.* The instructions are very specific.
- We will accept an electronically-scanned or a photo image of a signed Hourly Timecard. The employee’s manager, or the manager’s administrative assistant, should e-mail the approved Hourly Timecard to both Linda Terry ([lterry@marin.edu](mailto:lterry@marin.edu)) and Irmgard Witte ([iwitte@marin.edu](mailto:iwitte@marin.edu)) in the Payroll Department. Hourly Timecard e-mails will only be accepted from official marin.edu e-mail addresses.
- Hourly Timecards should be signed by the employee and the employee’s manager. If a scan or photo image is unavailable, then please forward the employee’s Hourly Timecard submission and the manager’s approval via e-mail for that employee.
- To avoid confusion or possible duplication, if you submit an Hourly Timecard electronically via e-mail, then please do not subsequently send the original paper timecard to our office.
- We encourage you to review your employee lists and submit Hourly Timecards as a batch. This method helps managers account for all employees and it reduces e-mails.

Unless our department is notified otherwise, we will continue with our regular payroll schedule and deadlines.

Paying employees timely is always a collaborative effort between the employee, the manager, and the Payroll Department. We are committed to making every effort to ensure timely and accurate payroll for all employees. We thank you in advance for your efforts as we work together to serve our community.

## General Instructions for Timecard Completion

1. All timecard users must have a PAF (Personnel Action Form) and an active Banner position effective for the current semester. All hourly positions, including all grants and stipends awarded must have a PAF and Banner position. For information on processing PAFs or new hire paperwork, please refer to the Guidelines for Recruitment and Hiring on the Human Resources website located here: [Guidelines for Recruitment and Hiring](#).
2. Please use the electronic PAF in Self Service Banner (SSB) to initiate a Personnel Action Form. Electronic PAFs route first to the budget manager, then to Fiscal Services and then to Human Resources. 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. **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. Input the letter "S" next to sick hours to designate sick hours used for a particular calendar date.
4. Timecards must be signed and dated by the employee, the supervisor, and the budget manager.
5. The FOAP on the timecard must match the approved FOAP 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 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. *As a reminder, daily work hours for hourly employees should never exceed 7.5 hours.* And, overtime hours for permanent staff must be recorded on a timecard with the supporting document, Authorization for Overtime attached.
7. The Current Month areas on the far-right side of the timecard must be completed; otherwise, the Payroll Department will not know which month the employee worked.
8. Timecard due dates are listed on Page 3 of this memorandum. Timecards submitted late will be processed on the following pay period.
9. Hours submitted should be for actual time worked; please 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.
10. Employees should submit timecards to their supervisor, who, in turn, is responsible for submitting the timecard to the Payroll team.

**FY 2023-2024 BOARD ITEM AND TIMECARD DUE DATE SCHEDULE**

<b><u>MONTH</u></b>	<b><u>Board Item to Human Resources*</u></b>	<b><u>Timecards Due to Payroll</u></b>	<b><u>Pay Date</u></b>
July	07/03/23	07/25/23	08/10/23
August	07/31/23	08/25/23	09/08/23
September	09/01/23	09/25/23	10/10/23
October	10/02/23	10/25/23	11/09/23
November	10/30/23	11/21/23	12/08/23
December	11/27/23	12/15/23	01/10/24
January	12/21/23	01/25/24	02/09/24
February	02/05/24	02/23/24	03/08/24
March	02/26/24	03/25/24	04/10/24
April	04/01/24	04/24/24	05/10/24
May	05/24/24	05/23/24	06/10/24
June	06/03/24	06/25/24	07/10/24

**\* No short-term employee may be assigned or allowed to begin work prior to the completion of appropriate Human Resources (H.R.) requirements.**