Fiscal Year 2025-26 Timecard Submission Instructions & Schedule

Date: July 8, 2025

To: Budget Managers, Grant & Special Program Coordinators

From: Tony Clark, Director of Fiscal Services

As we begin a new fiscal year, we hope this communication finds you safe and well. Below are instructions for submitting monthly Hourly and Overtime Timecards. **Please note that there are a few changes to each process:**

➢ **Any timecards (Hourly or Overtime) submitted after 5:00pm of the due date will be processed during the following pay period. We will not be able to make any exceptions to this hard deadline.** This includes any timecards that require additional processing such as correcting Position Numbers and FOAPs, extending expired positions and researching incomplete ePAF issues**.**

➢ **All employees must turn in their timecard during the month the hours were worked.** This does not include days at the end of the month that fall after timecard due dates you set to make sure your department's timecards reach Payroll by the respective due dates.

➢ **If you receive hard copy timecards from employees, please provide Payroll with a PDF scan file.** AdobeSign is not necessary; an email with a single file of all timecards is preferred.

➢ **The employee's manager, or the manager's administrative assistant, should e-mail approved timecards to Imgard Witte at iwitte@marin.edu and copy Linda Terry at lterry@marin.edu in Payroll**. All timecard e-mails will only be accepted from official marin.edu e-mail addresses.

➢ **We encourage departments to submit timecards as a PDF batch accompanied by an Excel workbook detailing Employee First Name, Last Name, M00#, Position #, FOAP, Hourly Rate & Number of Hours Worked.** Please contact Imgard Witte at iwitte@marin.edu if you would like a template. This method helps managers account for all employees' time worked and allows Payroll to verify receipt of all timecards submitted.

Timecard Instructions

- **Hourly Timecard – Only for hourly employees**

    1) Log into the **MyCOM** portal, navigate to the **Miscellaneous** section **Employee Only Forms**.
    2) Launch **Adobe Sign**.
    3) Click "Start from library" and enter "timecard" to the search bar.
    4) Click on Hourly Timecard and the Start button.
    5) Enter your COM (College of Marin) email in line 1, your supervisor's email in line 2 and your department manager's email in line 3.
    6) Click the blue Send button.
    7) Use the fillable template to enter your information, record your hours, sign and route your timecard for approval.

- **Overtime Authorization & Timecard – Only for regular employees submitting OT**

    1) Access the Overtime/Authorization Instructions in the Payroll section of the MyCOM portal.
    2) **The Overtime Authorization and Monthly Overtime Time Worked report are now a combined document that must be routed through Adobe Sign.** Specific instructions are provided.

Important Details for Timecard Completion

1. All employees who submit a timecard **must** have a PAF (Personnel Action Form) and an active Banner position effective for the current semester, before they submit a timecard. 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 are routed 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 Workdays. Input the letter "S" next to sick hours to designate sick hours used for a particular calendar date.

4. Timecards must be dated and signed by the employee, the supervisor, and the budget manager. Employees should submit timecards to their supervisor/budget manager, who, in turn, is responsible for submitting the timecard to the Payroll team.

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 only 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 ¼, ½, ¾, 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 the separate **Overtime Authorization & Timecard** mentioned earlier.

7. The Current Month areas on the far-right side of the timecard must be completed. This helps the Payroll Department determine which month the employee worked.

8. Timecard due dates are listed on Page 4 of this memorandum.

9. Managers, Supervisors and Department Heads:

    a. **Please ensure that hourly employees are submitting their timecards each month, not holding them for any period of time, or submitting multiple months at a time.**

10. 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.

FY 2025-2026 BOARD ITEM AND TIMECARD DUE DATE SCHEDULE

MONTH	Board Item to Human Resources*	Timecards Due to Payroll	Pay Date
July	07/01/25	07/25/25	08/08/25
August	08/05/25	08/27/25	09/10/25
September	09/02/25	09/24/25	10/10/25
October	10/07/25	10/28/25	11/10/25
November	11/04/25	11/24/25	12/10/25
December	12/02/25	12/17/25	01/09/26
January	01/06/26	01/26/26	02/10/26
February	02/03/26	02/25/26	03/10/26
March	03/03/26	03/27/26	04/10/26
April	03/31/26	04/27/26	05/08/26
May	05/05/26	05/26/26	06/10/26
June	06/02/26	06/24/26	07/10/26

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