

Fiscal Year 2026-27 Timecard Updates and Instructions

Date: July 20, 2026

To: Budget Managers, Supervisors. Program Coordinators and Administrative Support

From: Sam Jackson, Director of Fiscal Services

It is the goal of the payroll team to produce a timely and accurate payroll each month. We request that you read the attached memo and do your part to ensure that timecards for hourly employees, faculty sub and stipend work, and authorized overtime for classified employees are completed, reviewed and approved and sent to payroll in a timely manner.

This memo serves to provide key personnel with:

- Updates to our monthly payroll process
- An outline of the general process and key requirements
- A calendar of key dates

Please feel free to share this memo with all staff who are involved in the payroll process. The memo will also be posted on the MyCOM portal and is accessible to all staff.

FY 26-27 Major Changes

While most processes remain unchanged, we want to call out the following changes:

1. **All Timecards should be sent to Payroll@marin.edu**
 - a. Senior Payroll Specialist Linda Terry will retire at the end of the calendar year
 - b. Payroll@marin.edu ensures the transitioning team sees and tends to all items
2. **Employee Contacts** – Marixa Barnett has joined the team and moving forward, Marixa and Imgard Witte will manage employee needs – such as initiating direct deposit- based on last name with the following split:
 - a. Imgard: Employees with last names A - L
 - b. Marixa: Employees with last names M – Z

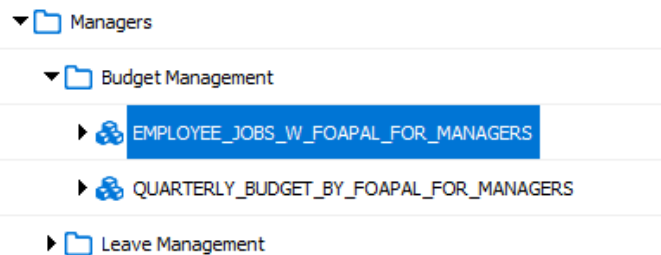
We still recommend making first contact through the payroll@marin.edu as the team will cover each other during absences or heavy workload periods

3. **Federal Work Study Timecards** do not need to be routed to the Financial Aid Officer for review and signature. Please send timecards to the Payroll@marin.edu email after department signatures have been obtained.



Timecard Guidelines and Reminders

1. An Active position must be available in the Banner System for a timecard to be processed
 - a. Hourly employees generally terminate at the end of June and December
 - b. Managers have access to an ARGOS report that shows active employees and positions assigned to them for the current and next month. We recommend this be reviewed during these key months to ensure ePAFS have been submitted
 - c. The ARGOS report is under: Managers>BudgetManagement>Employee_Jobs



2. Timecards must be signed by the employee and a supervisor at minimum
 - a. The supervisor signature certifies the time has been reviewed and is accurate
 - b. In larger departments where the supervisor is not the approver, a Budget Manager should provide the final department signature
3. Timecards should include the employee M00#, Position # and FOAP
 - a. This information can be found by managers on the above-mentioned report
 - b. See the Position Key below
 - c. Failure to include this information, or inclusion of incorrect information may result in the delay of pay by a month
4. Timecards should include all hours worked since the last timecard submission and worked up to the date of submission
 - a. Please enter the Prior and Current Month/Year field to clearly indicate the month the hours were worked
 - b. Time should be recorded in quarter hour increments
5. Sick Time:
 - a. Sick Time – Hourly Employees should enter any sick days with the hours out sick and the letter “S” next to it to designate the use of available sick time
 - b. Community Ed Instructors – must also complete a [faculty absence report](#) if reporting sick leave
6. All timecards should be submitted monthly for proper reporting and payment



FY 26-27 Payroll Dates

The following timelines are relevant for hourly timecards and overtime submissions

Month	Hourly ePAF Entry deadline	Timecards Due* to Payroll@marin.edu	Pay Date
July	July 24	July 28	August 10
August	August 25	August 27	September 10
September	September	September 28	October 9
October	October 26	October 28	November 10
November	November 23	November 25	December 10
December	December 15	December 17	January 8
January	January 26	January 28	February 10
February	February 23	February 25	March 10
March	March 25	March 29	April 9
April	April 23	April 27	May 10
May	May 20	May 24	June 10
June	June 23	June 25	July 9

*CES Faculty eTime entry is due by the last work-day of each month.

Department Managers are responsible for ensuring the timely submission of complete and accurate timecards each month. The Payroll Team will work with managers to help resolve issues, but failure to meet deadlines and provide required information may result in a delay in payment to an employee.

Time sheet Position Types

- ☐ All employees must complete all Human Resources requirements prior to beginning work. This includes approval by the Board of Trustees at their monthly meeting.
- ☐ Departments are responsible for the entry of ePAFS for hourly employees, Community Ed instructors, faculty stipend and short-term substitute assignments
- ☐ Late timecards submitted after a position has terminated may require an ePAF to reopen the position for payment.
- ☐ Please contact payroll@marin.edu if you have a late timesheet.

Position ID	Employee/Job Type
PCC199	CES Instructor Lecture Instrl
PCL199	CES Instructor Lab Instrl
PFBI99	Faculty Substitute Instrl
PFBN99	Faculty Substitute Non-Instrl
PFSI99	Faculty Stipend Instrl
PFSN99	Faculty Stipend Non-Instrl
PNHI99	Non-Student Hourly Instrl
PNHN99	Non-Student Hourly Non-Instrl
PSCI99	CES Sub Lecture Instrl
PSHI99	Student Hourly Instrl
PSHN99	Student Hourly Non-Instrl
PSLI99	CES Sub Lab Instrl
PTPI99	Temp Faculty Instrl
PTPN99	Temp Faculty Non-Instrl