COLLEGE OF MARIN

Fiscal Services Department

Indian Valley Campus
1800 Ignacio Blvd.
Novato, CA 94949

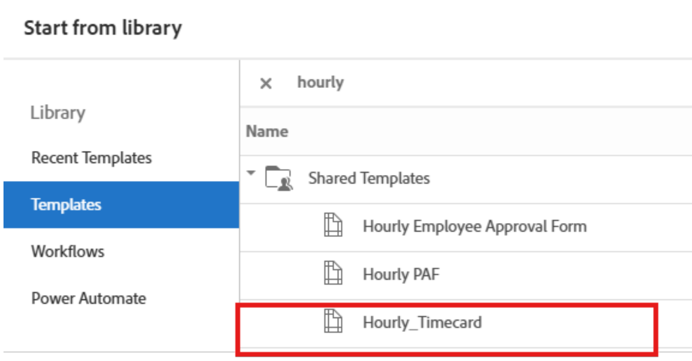
Timecard Instructions

Timecards are required monthly for all part-time classified staff working in an hourly position, Faculty serving as a sub or in a stipend-based role. To ensure timely and accurate payment, the timecard should be completed and signed by employees in advance of the deadline shown in the chart to the right. Once submitted by the employee to the department, the department must review and sign off in time for the completed timecard to be included in the next payroll cycle.

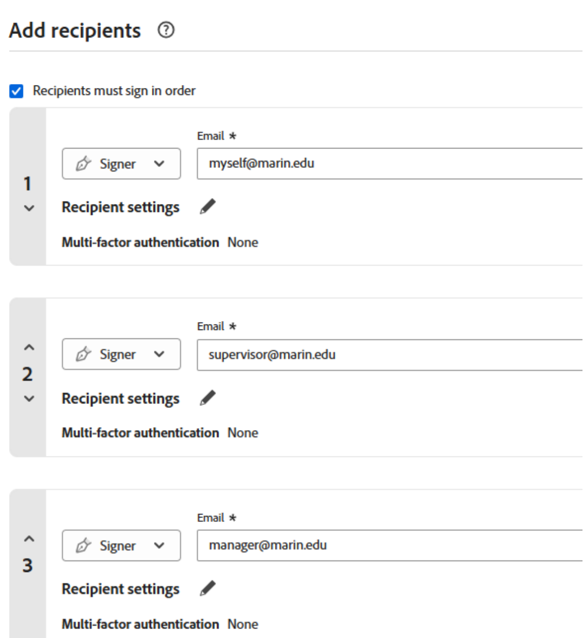
Timecards Due* *to Payroll@marin.edu*	Pay Date
July 28	August 10
August 27	September 10
September 28	October 9
October 28	November 10
November 25	December 10
December 17	January 8
January 28	February 10
February 25	March 10
March 29	April 9
April 27	May 10
May 24	June 10
June 25	July 9

CES eTime entry is due the last workday of the month

Accessing and Routing the Timecard



For employees with access to the District Adobe Sign account, the time sheet can be found in the template Library. After logging into your account select “Start From Library” and find the Hourly-Timecard template.



This will open a page where you can add the recipients who need to sign the timecard.

Include yourself as the first signature, then add a line for your supervisor, and a third line for the department manager when required.

Please add a CC for payroll@marin.edu to make sure the approved timecard routes to Fiscal Services as soon as signatures are complete.

Once you click the send button, you will receive an email with the fillable timecard to complete. Once completed and signed click on submit it will route for the required approvals.

100 YEAR ANNIVERSARY ESTABLISHED 1926
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A fillable time sheet can also be found on the MyCOM portal. It can be completed online and saved with a signature or printed signed and scanned to directly to payroll@marin.edu.

Timecard Completion

Please complete all required fields on your timecard. Accurate and complete information helps ensure timely and correct payment, proper leave tracking, accurate labor cost reporting, and efficient payroll processing. Incomplete timecards may be returned for correction.

The top row of the timecard identifies the employee and the position the time being reported is for.

BANNER ID #	NAME – LAST	FIRST	POSITION #
M			—

- Your Banner ID starts with M00 and can be found on your pay stub or on the MyProfile page which you can find on the MyCOM Portal under the Employee Dashboard.

- Please make sure to use your full legal name
- Position ID #
  - The chart on the next page shows the position number for timecard position Ids.
  - A two digit suffix for each position must be included to identify the correct position
  - Please check in with your department Manager
  - Position numbers may change each term

Staff holding multiple positions must submit a separate Timecard for each position

Position ID	Employee/Job Type
PCCI99	CES Instructor Lecture Instrl
PCLI99	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

FOAP Fund-Orgn-Account-Program

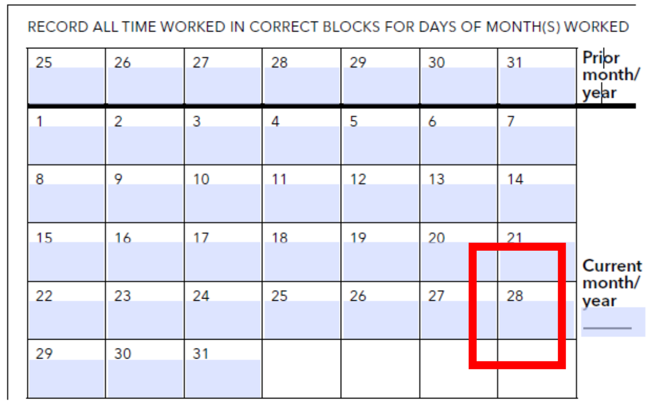
FUND	ORGN	ACCOUNT	PROGRAM

Inclusion of the FOAP for the position helps payroll ensure the time is posted to the correct program. Please check in with your program manager or admin support to get FOAP information.

Reporting Time

Timecards should reflect actual time worked. This includes any hours worked in the prior month after the timecard submission and all time in the current month worked before the timecard was initiated.

Enter the month of submission on the right-hand side of the form, and enter hours worked for each date worked in the reporting period. Round time to the quarter hour.



RECORD ALL TIME WORKED IN CORRECT BLOCKS FOR DAYS OF MONTH(S) WORKED

25	26	27	28	29	30	31	Prior month/ year
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	Current month/ year
29	30	31					

To request **sick time usage,** enter the hours requested for the date with an “S” to indicate the use of available sick time.

Before submitting your timecard, please verify that all required fields have been completed and that hours reported accurately reflect time worked and leave used. Incomplete timecards may be returned for correction and could delay processing.

Late Timecards

Timecards should be submitted monthly. The payroll team will work with departments to process timecards submitted after the posted deadline, but before the last working day of the month. Timecards received after the end of the month will not be able to be processed in the normal check run.

Departments should notify payroll@marin.edu as soon as they identify a late or missing timecard.

Employees with delayed payments who express hardship may be considered for an expedited payment. Please have the budget manager email the Director of Fiscal Services with all relevant information including why the timecard was late and the urgency of the employee need. We will do our best to provide payment as soon as possible.