

## Fiscal Year 2021-22 Hourly Timecard Submission Guidelines & Schedule

Date: June 10, 2021  
To: Budget Managers, Grant & Special Program Coordinators  
From: Peggy Isozaki, 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 2021-22 timecard submission schedule.

### **Timecard Guidelines**

- Download the Hourly Timecard [Timecard PDF](#) for hourly employees or for regular employees reporting overtime. Access the Monthly Compensatory Time Worked Report [Monthly Comp Time PDF](#) for regular employees, if needed.
- We will accept an electronically-scanned or a photo image of a signed timecard. The employee's manager, or the manager's administrative assistant, should e-mail the approved timecard to both Linda Terry ([lterry@marin.edu](mailto:lterry@marin.edu)) and Maritza Dannecker ([mdannecker@marin.edu](mailto:mdannecker@marin.edu)) in the Payroll Department. Timecard e-mails will only be accepted from marin.edu e-mail addresses.
- 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 timecard submission and the manager's approval via e-mail for that employee.
- To avoid confusion or possible duplication, if you submit a timecard electronically via e-mail, then please do not subsequently send the original timecard.
- We encourage you to review your employee lists and submit timecards as a batch. We have found that 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.

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## **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 Hiring](#).
2. Unless your department is working in a pilot group for electronic PAFs, then please continue to 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. Upon review, Fiscal Services will then forward the PAF to Human Resources. PAFs need to 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. 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 2021-2022 BOARD ITEM / PAF / TIMECARD DUE DATE SCHEDULE**

<b><u>MONTH</u></b>	<b><u>BOARD ITEM TO H.R. *</u></b>	<b><u>PAF DUE TO FISCAL</u></b>	<b><u>TIMECARD DUE TO PAYROLL</u></b>	<b><u>PAYDATE</u></b>
July	06/28/21	07/13/21	07/27/21	08/10/21
August	07/26/21	08/12/21	08/26/21	09/10/21
September	08/30/21	09/13/21	09/27/21	10/08/21
October	09/27/21	10/12/21	10/26/21	11/10/21
November	10/25/21	11/09/21	11/23/21	12/10/21
December	11/29/21	12/06/21	12/20/21	01/10/22
January	12/15/21	01/12/22	01/26/22	02/10/22
February	01/24/22	02/09/22	02/23/22	03/10/22
March	02/17/22	03/14/22	03/28/22	04/08/22
April	03/28/22	04/12/22	04/26/22	05/10/22
May	04/25/22	05/11/22	05/25/22	06/10/22
June	05/27/22	06/13/22	06/27/22	07/08/22

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