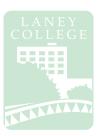


## Streamlining Timesheet Submission Process

Note: applies for the duration of the "Shelter-in-Place" order

## Timesheets



### **Hourly Classified:**

• Required to turn in timesheet as usual\*

## **Certificated/Faculty:**

• Required to turn in timesheet as usual\*

## Student:

• Spreadsheet OK to use

## **Overtime:**

Required to turn in overtime report as usual\*

\*Electronic form is OK but digital signature still required

## ONLY Business Office approved timesheets should be forwarded to payroll for payment

## Hourly Classified &



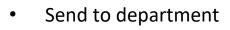
## **Certificated Timesheets**

Step 2

### Step 1

Fill Out Timesheet

- Review hours worked
- Complete respective timesheet
- Please note "<u>unavailable</u> <u>to sign</u>" in the employee signature area if you cannot sign





- Review timesheet for completeness
- Print to PDF
- Send to Cost Center Manager for review and approval



Step 3

- Cost Center Manager to review and approve
- Email to Business Office -Staff Services Specialist Diana Davaasuren
- Must be sent by Cost Center Manager

## **Hourly Classified & Certificated**

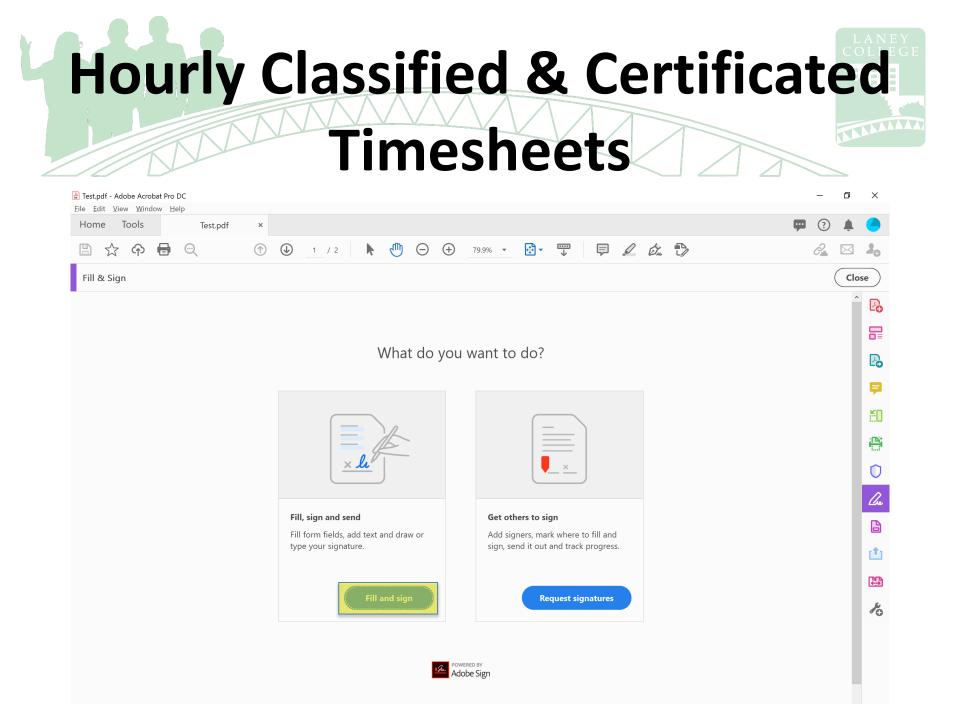
Timesheets

Ð × Timesheet Forms - Excel (←) Sign in Print Info New Copies: 1 CLASSIFIED TIME SHEET Laney College Open 900 Fallon Street **REGULAR AND PART-TIME EMPLOYEES** Oakland, CA 94607 Print Save Reporting Period: From : To: ePAF# Printer Save As Hours Hours Hours Hours Microsoft Print to PDF Date Date Worked Absent Worked Absent Save as Adobe MON. Employee ID # MON **Printer Properties** TUES. TUES. Last Name Only - PLEASE PRINT IN THE ABOVE SQUARES WED. WED Settings THUR. THUR Print Active Sheets FRI FRI Share Only print the active sheets First Name Middle Name SAT. SAT 1 to SUN. SUN. Pages: Export Weekly Total I CERTIFY THAT THIS IS A TRUE STATEMENT OF HOURS WORKED. Weekly Total Collated EE MON. MON Close 1.2.3 1.2.3 1.2.3 TUES TUES Signature Landscape Orientation WED. WED. Employee Account THUR THUR Letter FRI. FRI 8.5" x 11" Options SAT SAT. THIS SPACE IS TO BE COMPLETED BY THE AUTHORIZED AMINISTRATOR Custom Margins SUN. SUN. \* Summary of Absences (hours) Weekly Total Weekly Total Sick Leave Other with Pay Fit All Columns on One Page MON Monthly Tota Vacation Other without Pay Shrink the printout so that it is one... TUES. Page Setup WED. THUR. ACCOUNTING CODES HOURS RATE FUND District Office FRI Cost Center Object Suffix Spec. Proj Line Activity Use Only SAT 4 R CLASSIFIED HOURLY SUN. OVERTIME @1.5 4 T Weekly Total LOSS OF PAY 4 A ADDITIONAL CODING SWIFT DIFF. Have you submitted another time sheet for this reporting period nment - If Any

4 1 of 2 ▶

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### **Hourly Classified & Certificated** Timesheets 🛃 Test.pdf - Adobe Acrobat Pro DC Ē Х Eile Edit View Window Help Home Tools Test.pdf Ţ $\odot$ Ę Ø ഹ $\oplus$ **₽** Ó. $( \mathbf{I} )$ 1 / 2 (-)79.9% 🔻 CLASSIFIED TIME SHEET Lanev College 900 Fallon Street Search tools **REGULAR AND PART-TIME EMPLOYEES** Oakland, CA 94607 Reporting Period: From : 🔥 Create PDF ePΔE # Hours Hours Hours Hours REAS Date REAS Date Edit PDF Absent Worked Absent Worked Employee ID # MON MON TUES TUES. 🛃 Export PDF Last Name Only - PLEASE PRINT IN THE ABOVE SQUARES WED. WED. THUR THUR Comment ERI. FRI. SAT. SAT. **First Name** Middle Name **Organize** Pages SUN SUN. Weekly Total Weekly Total I CERTIFY THAT THIS IS A TRUE STATEMENT OF HOURS WORKED. Scan & OCR MON MON TUES. TUES. Signature Protect Employee WED WED L bi THUR. THUR Fill & Sign FRI. FRI. SAT. SΔT THIS SPACE IS TO BE COMPLETED BY THE AUTHORIZED AMINISTRATOR SUN. SUN. Summary of Absences (hours) Prepare Form Weekly Total Weekly Total Sick Leave Other with Pay MON. Monthly Tota Vacation Other without Pay 📫 Share TUES. WED. Compare Files THUR ACCOUNTING CODES HOURS RATE District Office FUND ERI. Cost Center Object Activity Suffix Spec. Proi Line Use Only hore Tools SAT. LASSIFIED HOURLY 4 R SUN. OVERTIME @1.5 4 Weekly Total OSS OF PAY Δ ADDITIONAL CODING Your current plan is Creative SWIET DIFE Cloud Have you submitted another time sheet for this reporting period omment - If Any: dministrator Learn More



## Hourly Classified & Certificated

Timesheets

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### Cost Center Manager to review, approve, and send Timesheet

## <u>Timesheet must be sent by</u> <u>Cost Center Manager</u>

Email to Business Office - Staff Services Specialist Diana Davaasuren

**Next Steps:** 

Business Office to review and submit to District Payroll

## Processing High Volume

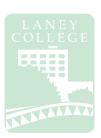


## **Student Timesheets**

# Step 1Step 2Step 3Image: Step 1Image: Step 2Step 3Image: Step 2Image: Step 3Image: Step

- Review hours worked
- Report your hours to your supervisor
- Compile time and complete Timesheet
  Spreadsheet
- Send to Cost Center Manager for review and approval
- Cost Center Manager to review and approve
- Email to Business Office -Staff Services Specialist Diana Davaasuren
- Must be sent by Cost Center Manager

## Step 1: Report Hours to Department



### Submitting Timesheet:

- Review hours worked
- Report your hours to your supervisor
- Communicate with your department (email, phone, etc.)

### Information to provide:

- 1. Full Name
- 2. Employee ID#
- 3. Reporting Period Month
- 4. Weekly Hour Totals
- 5. Monthly Hour Totals
- 6. ePAF# (if known)
- 7. Budget Codes (if known)

## Step 2: Department Processes

**Timesheet Spreadsheet** 

### **Timesheet Processing:**

• Supervisors are to verify hours, create and complete spreadsheet

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• Spreadsheet must be completed to include:

Reporting Period Month Full Name Employee ID# ePAF# Weekly Hour Totals Monthly Hour Totals (Period Total) Budget Codes

• Save and submit spreadsheet to Cost Center Manager for review

# Step 3: Send to Business Office

**Cost Center Manager to review, approve, and send spreadsheet** 

## Spreadsheet must be sent by Cost Center Manager

Email to Business Office - Staff Services Specialist Diana Davaasuren

**Next Steps:** 

Business Office to review and submit to District Payroll

# Additional Student Information

**Student Direct Deposit:** If your employee(s) have not done so already it is highly recommended.

**New 2020 W4 form and CA-de 4 form** (please have "New" and "Continuing" Students who wish to make changes to their tax filing status to complete **both** forms)

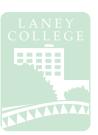
https://web.peralta.edu/payroll/payroll-forms/

Please ensure that all ePAFs have been **completed and approved** prior to employment, ePAFs which have not been fully approved result in a delay in payment.

### No job record/unapproved ePAF = no pay

**Sick Leave Pay:** When noting sick leave, please place sick hours on the "Student/Hourly LAR" not on the timesheet itself. Please email the Business Office or Payroll if you need the form.

## Resources & Contacts



<u>Contacts</u>

**Pak Ho**, Staff Services Specialist/Fiscal Email: pho@peralta.edu Telephone: (510) 464-3378

Travel Requests, Measure A Forms, Budget Support all Funds

**Diana Davaasuren**, Staff Services Specialist/Fiscal Email: ddavaasuren@peralta.edu Telephone: (510) 464-3239

Student Timesheets, ePAFs, Budget Support all Funds, General BO support

Janice Browne, Staff Assistant Email: LBusinessOffice@peralta.edu Telephone: (510) 464-3228

General BO Support & Classified Timesheets

**Kevin Q. Tran,** Principal Financial Analyst Email: kqtran@peralta.edu Telephone: (510) 464-3309

**Derek Pinto, Ed.D.,** Vice-President Admin. Services Email: dpinto@peralta.edu Telephone: (510) 464-3232

### **Resources**

Business Office General Website https://laney.edu/business\_office/business-office/

### **Business Office Forms**

https://laney.edu/business\_office/business-office-forms/

### **Business Office Presentations and Trainings**

https://laney.edu/business\_office/business-office-budget-training/

**College Operating Procedures** 

https://laney.edu/business office/adminsop/

### **PCCD ICC Guidelines Website**

https://web.peralta.edu/business/independant-contractor-guidelines/

PCCD Payroll

https://web.peralta.edu/payroll/

**EPAF Users Guide** 

https://web.peralta.edu/hr/files/2012/08/ePAFS-Users-Guide-Initiators-

Approvers-8-24-12.pdf