



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 1



Fill Out Timesheet

- Review hours worked
- Complete respective timesheet
- Please note "**unavailable to sign**" in the employee signature area if you cannot sign
- Send to department

Step 2



Department Processes Timesheet Spreadsheet

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

Step 3



Send to Business Office

- 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



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**CLASSIFIED TIME SHEET
REGULAR AND PART-TIME EMPLOYEES**

Laney College
900 Fallon Street
Oakland, CA 94607

Reporting Period: From : [] To: [] 20 [] ePAF # []

	Date	Hours Worked	Hours Absent	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				

	Date	Hours Worked	Hours Absent	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				

Employee ID # []

Last Name Only - PLEASE PRINT IN THE ABOVE SQUARES []

First Name [] Middle Name []

I CERTIFY THAT THIS IS A TRUE STATEMENT OF HOURS WORKED.

Signature [] Employee []

THIS SPACE IS TO BE COMPLETED BY THE AUTHORIZED AMINISTRATOR

Summary of Absences (hours)

Sick Leave	Other with Pay
Vacation	Other without Pay

	HOURS	RATE	FUND	ACCOUNTING CODES										District Office Use Only		
				Cost Center	Object	Prog	Activity	Suffix	Spec. Proj.	Line	4	R				
CLASSIFIED HOURLY																
OVERTIME @1.5																
LOSS OF PAY																
ADDITIONAL CODING																
SWIFT DIFF.																

Have you submitted another time sheet for this reporting period? [] Comment - If Any: [] Administrator: []

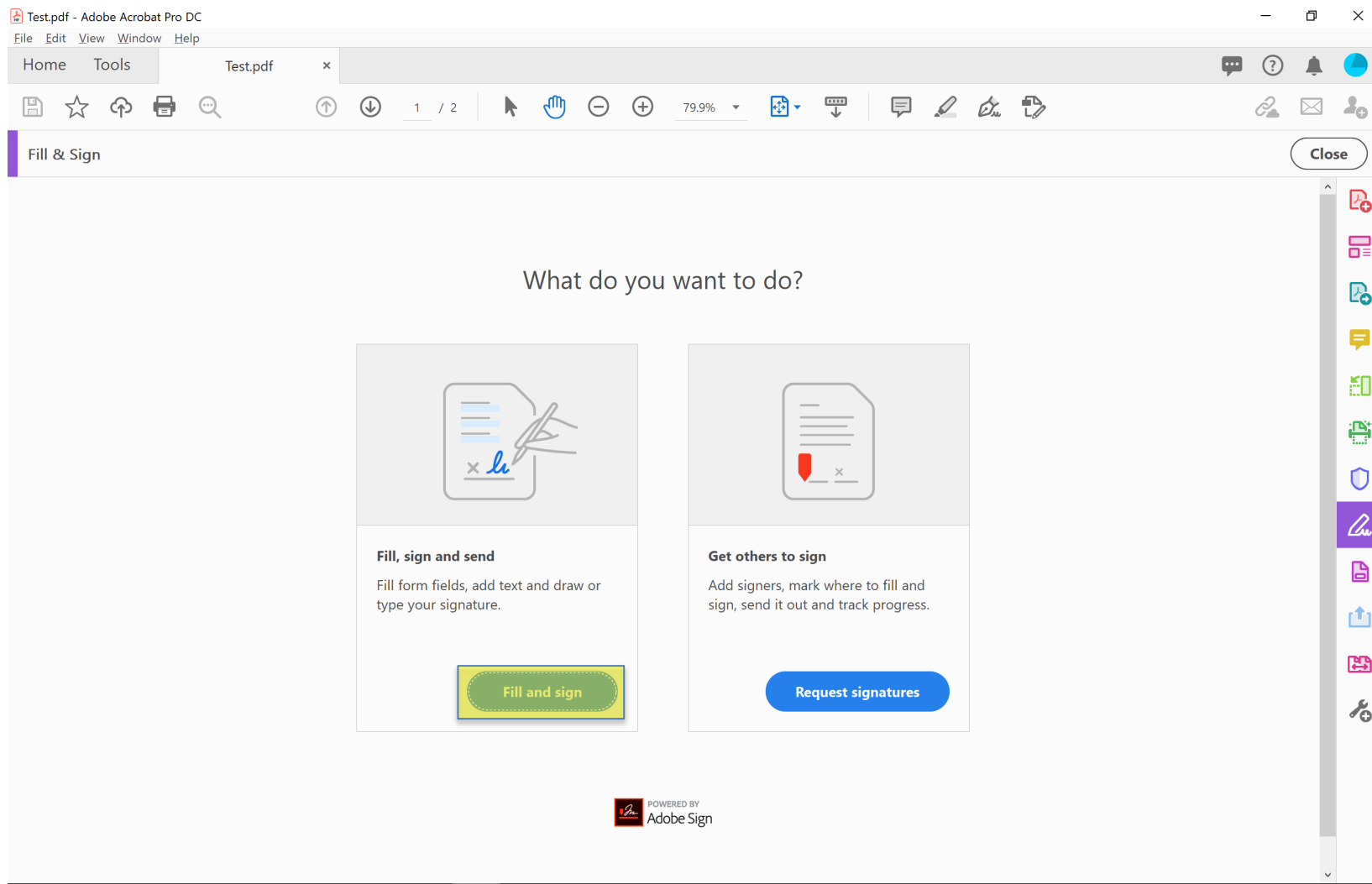
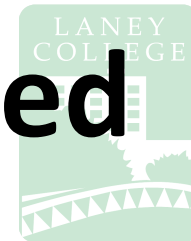
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Hourly Classified & Certificated Timesheets





Hourly Classified & Certificated Timesheets



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Sign

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Next

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CLASSIFIED TIME SHEET REGULAR AND PART-TIME EMPLOYEES

Laney College
900 Fallon Street
Oakland, CA 94607

Reporting Period: From : To: 20

ePAF #

	Date	Hours Worked	Hours Absent	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				

	Date	Hours Worked	Hours Absent	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
Weekly Total				
Monthly Total				

Employee ID #

Last Name Only - PLEASE PRINT IN THE ABOVE SQUARES

First Name

Middle Name

I CERTIFY THAT THIS IS A TRUE STATEMENT OF HOURS WORKED.

Signature

Employee

THIS SPACE IS TO BE COMPLETED BY THE AUTHORIZED AMINISTRATOR

Summary of Absences (hours)

Sick Leave

Other with Pay

Vacation

Other without Pay

	HOURS	RATE	FUND	ACCOUNTING CODES							District Office Use Only		
				Cost Center	Object	Prog	Activity	Suffix	Spec. Proj.	Line			
CLASSIFIED HOURLY											4	R	
OVERTIME @1.5											4	T	
LOSS OF PAY											4	A	
ADDITIONAL CODING													
SWIFT DIFF.													

Have you submitted another time sheet for this reporting period?

Comment - If Any:

2

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Send to Business Office

Cost Center Manager to review, approve, and send Timesheet

Timesheet 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



Processing High Volume Student Timesheets

Step 1



Report Hours to Department

- Review hours worked
- Report your hours to your supervisor

Step 2



Department Processes Timesheet Spreadsheet

- Compile time and complete Timesheet Spreadsheet
- Send to Cost Center Manager for review and approval

Step 3

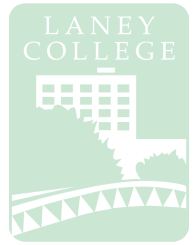


Send to Business Office

- 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

- 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.

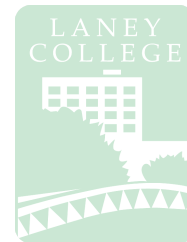
New 2020 W4 form and CA-de 4 form (please have “New” and “Continuing” Students who wish to make changes to their tax filing status to complete **both** forms)

<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

Contacts

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>