

Laney College Business Services Timesheet Form Processing

Submitting Timesheet:

Complete the Timesheet Form as normal. You may choose the proper timesheet classification located on the bottom of the document.

The screenshot shows an Excel spreadsheet with the following components:

- Reporting Period:** From: [redacted] To: [redacted] 20 [redacted] ePAF # [redacted]
- Employee Information:** Employee ID # [redacted]; Last Name Only - PLEASE PRINT IN THE ABOVE SQUARES [redacted]; First Name [redacted]; Middle Name [redacted]
- Statement:** I CERTIFY THAT THIS IS A TRUE STATEMENT OF HOURS WORKED.
- Signature:** Signature [redacted] Employee [redacted]
- Administrator Section:** THIS SPACE IS TO BE COMPLETED BY THE AUTHORIZED AMINISTRATOR
- Summary Table:**

0	TOTAL HOURS THIS REPORTING PERIOD
1 4 1 4	HOURLY RATE: To be included if no label attached
- Accounting Codes Table:**

FUND	ACCOUNTING CODES							District Office Use Only	
	Cost Center	Object	Prog	Activity	Suffix	Spec. Proj.	Line	TC	PC
- Classification:** Classified, Certificated (Faculty), Student

Verify the information; Save and submit the Excel document to your respective department.

**Laney College
Business Services
Timesheet Form Processing**

Department Verification and Process:

Review the Timesheet Form as normal

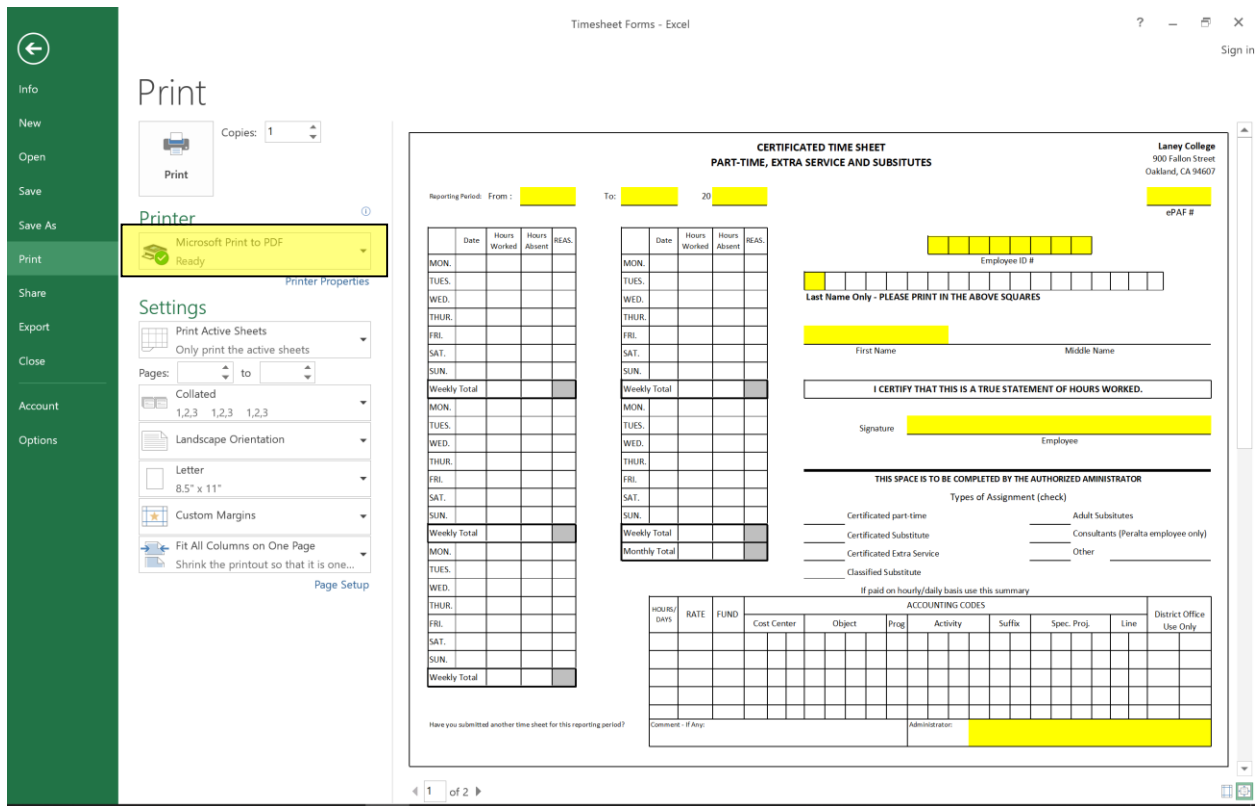
Please be sure to complete the following:

- ePAF #
- Accounting Codes
- Total Hours This Reporting Period
- For Stipends: Please be sure to put the stipend amount under the “Others”

Please complete the “Administrator” approval portion (electronic signature)

Once completed, please save to PDF, compile and complete the “Laney College Timesheet Receipt Form”

File Print to save as PDF:



Select “Microsoft Print to PDF” and it will allow you to save as PDF.

Once saved, open Laney College Timesheet Receipt Form and complete:

Timesheet Type (note: please complete individual forms for each classification ie: only student workers on one page)

Laney College
Business Services
 Timesheet Form Processing

Reporting Period
 Count of Timesheet(s)
 ePAF
 Total Hours This Reporting Period
 First Name
 Last Name

Administrator must approve on the bottom of the page

Once approved, save and email Timesheet Receipt Form and PDF of timesheet(s) to Staff Services Specialist - Diana Davaasuren (ddavaasuren@peralta.edu)

Laney College Timesheet Receipt Form

Timesheet Type (Please complete individual forms for each employee classification)

Student Timesheet(s)

Date Timesheet(s) Received:
Reporting Period:
Count of Timesheet(s) Received:
LC Employee Submitting Timesheet(s):
Business Office Staff Person Receiving:
Date to Payroll:

No.	ePAF	Total Hours This Reporting Period	First Name	Last Name
1				
2				
3				
4				
5				
6				
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I certify that this is a true statement of hours worked and that the assignment was performed in a satisfactory manner

Administrator:
College Approval:
Payroll: