



STANDARD OPERATING PROCEDURE

DEPARTMENT:	Business and Admin. Service	TITLE:	Payroll Timesheets																								
PURPOSE:	To inform employees of the proper procedures for submitting timesheets intended for payroll.																										
PROCEDURE:	<p>Classified/certificated timesheets are used when an active temporary/hourly/part time employee has worked a number of hours for the month. Classified/certificated timesheets are available in the Dean's Office. Each department has a specific budget code used for payroll accounting purposes. The departmental Dean indicates this code on every timesheet. Timesheets must be completed and signed by the employee; approved, coded and signed by the Department Dean or delegated Assistant and submitted to the Business Office for processing by the submission date (<i>see Timesheet Submission Schedule</i>). Payroll pay periods are generally from the 16th of one month to the 15th of the following month (<i>Dates may differ for June and July</i>).</p> <p>The first box below describes a regular timesheet is submitted: The second box below describes how overtime and comp time is submitted.</p> <p>Regular Time</p> <table border="1"> <tr> <td>Step 1</td> <td>After confirming funding, A Personnel Action form is completed by Dean for employee assignment prior to the first day of work.</td> </tr> <tr> <td>Step 2</td> <td>Employee works and completes timesheet for hours worked during pay period.</td> </tr> <tr> <td>Step 3</td> <td>Employee completes and submits timesheet to Dean for processing by the published timesheet submission date.</td> </tr> <tr> <td>Step 4</td> <td>Dean checks and reviews timesheet for accuracy, codes and signs for approval; submits to the Business Office for processing by the published date.</td> </tr> <tr> <td>Step 5</td> <td>Business Office staff checks and reviews timesheet for accuracy and forwards to the District Payroll Office for payment by the 15th of each month.</td> </tr> <tr> <td>Step 6</td> <td>Payday is the last day of the month. Checks will be available at the Cashier's Office if direct deposit has not been activated.</td> </tr> </table> <p>Overtime & Comp Time</p> <table border="1"> <tr> <td>Step 1</td> <td>Employee completes an Authorization form and submits form to the Dean for prior approval. Forms available in the Business Office.</td> </tr> <tr> <td>Step 2</td> <td>Employee must complete the actual timesheet; available on the Peralta website under the employee link (www.peralta.edu) and submit to the Dean with the approved Authorization form.</td> </tr> <tr> <td>Step 3</td> <td>Dean checks and reviews timesheet for accuracy, codes and signs for approval; submits to the Business Office for processing by the published date.</td> </tr> <tr> <td>Step 4</td> <td>Business Office staff checks and reviews timesheet for accuracy and forwards to the college President for approval.</td> </tr> <tr> <td>Step 5</td> <td>College President checks and reviews timesheet for accuracy and approves or disapproves and forwards to the District Payroll Office for payment by the 15th of each month; or returns to the Dean for more information.</td> </tr> <tr> <td>Step 6</td> <td>Payday is the last day of the month. Checks will be available at the Cashier's Office if you did not set up direct deposit has not been activated.</td> </tr> </table>			Step 1	After confirming funding, A Personnel Action form is completed by Dean for employee assignment prior to the first day of work.	Step 2	Employee works and completes timesheet for hours worked during pay period.	Step 3	Employee completes and submits timesheet to Dean for processing by the published timesheet submission date.	Step 4	Dean checks and reviews timesheet for accuracy, codes and signs for approval; submits to the Business Office for processing by the published date.	Step 5	Business Office staff checks and reviews timesheet for accuracy and forwards to the District Payroll Office for payment by the 15th of each month.	Step 6	Payday is the last day of the month. Checks will be available at the Cashier's Office if direct deposit has not been activated.	Step 1	Employee completes an Authorization form and submits form to the Dean for prior approval. Forms available in the Business Office.	Step 2	Employee must complete the actual timesheet; available on the Peralta website under the employee link (www.peralta.edu) and submit to the Dean with the approved Authorization form.	Step 3	Dean checks and reviews timesheet for accuracy, codes and signs for approval; submits to the Business Office for processing by the published date.	Step 4	Business Office staff checks and reviews timesheet for accuracy and forwards to the college President for approval.	Step 5	College President checks and reviews timesheet for accuracy and approves or disapproves and forwards to the District Payroll Office for payment by the 15th of each month; or returns to the Dean for more information.	Step 6	Payday is the last day of the month. Checks will be available at the Cashier's Office if you did not set up direct deposit has not been activated.
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Overtime/comp time timesheets are used when an active permanent employee has worked a number of hours over the allotted 40 hours per week on an extra assignment, special events and/or work required by the department Dean. It is the employee's decision to receive overtime or comp time for time worked unless otherwise pre-determined by the department Dean. Overtime timesheets are available on the Peralta website under the employee link. Each department has a specific budget code, used for payroll accounting purposes. This code is indicated on every timesheet by the department Dean. Timesheets must be completed and signed by the employee; approved, coded and signed by the Department Dean or Assistant prior to submittal to the Business Office for processing by the submission date (**see Timesheet Submission Schedule**). All overtime/comp time timesheets will be submitted to the College President for final campus approval before submittal to the District Payroll Office. Payroll pay periods are generally from the 16th of one month to the 15th of the following month (**Dates may differ for June and July**).

Payments will be made at the end of each month with the exception of fiscal year-end timesheets. Payroll checks are available for pick up at the Cashier's Office on the 2nd floor of the Administration building. Direct deposit forms are available in the Business Office or the District Payroll Office. Timesheets with errors will be sent back to the department Deans for correction. If an employee is not paid due to timesheet inaccuracies, or missing paperwork; the employee should check with the department Dean first to assure the proper paperwork was submitted to District Human Resources and then contact the District Payroll department. Corrections if any will be processed the next payroll cycle.

PROCESS: Timesheets are checked against Personnel Action Forms submitted prior to hiring. Every employee should have a Personnel Action Form on file with pertinent information needed in order to complete the timesheet.

RESPONSIBILITIES:

- **EMPLOYEE:** Accurately complete and submit timesheet to their department Deans by the published deadline. Record employee ID number over the space provided for Social Security number if known. If not, record the social security number in the space provided. Incorrect numbers will cause a delay in payment of salary. Record name in EXACT manner as name is on file with the Personnel Office. Employee signs in space provided. If not signed, the timesheet cannot be processed.
- **DEPARTMENT DEAN OR ASSISTANT:** Assure the employee has a personnel action form on file before submitting timesheet to the Business Office. Check and review each timesheet for accuracy; holidays, absences and signature. Check the hours worked, record pay rate in space provided (*if known*), record accounting codes verifiable from personnel action form and sign in space provided.
- **BUSINESS OFFICE:** Check timesheets for accuracy against the personnel action form submit to the Business Manager for final campus signature and send to District Payroll Department for processing. (*See President's Office for overtime processing*). Minimal changes will be made to incorrect timesheets if any at all. Timesheets with errors will be returned to the department Deans for correction.
- **PRESIDENT'S OFFICE:** (*Only responsible for overtime timesheets.*) After receiving timesheets from the Business Office, the President will review and check for discrepancies before approving and forwarding to District Payroll for payment.



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DEPARTMENT: Business and Admin. Services				TITLE: Payroll Timesheets			
KEY WORDS							
Personnel Actions Timesheet Overtime Payroll							
DEFINITIONS AND ABBREVIATIONS							
Personnel Action Form: A form that contains personal pertinent hiring information needed on all employees. Full name, ID number, start date, end date, salary, position and budget code(s). Payroll Tracker: A form used to record and track payable hours. Overtime: Payable time over 40 hours per week: A form used to record and track hours worked on a time in a half basis. Payroll: Money earned for hours worked.							
RESOURCES							
Peralta Website Timesheet Submission Schedule							
Last Edits:							
Responsible:				Approved by:			
Date for Review:				File Ref:			
Previous Titles:							