



**Laney Business Office**  
**College Flex Day**  
**March 30, 2020**  
**Training/Refresher**

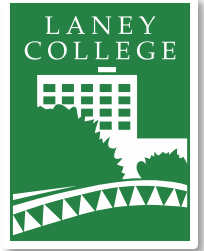


# LBO Training/Refresher



## Agenda

- Timesheets
- electronic Personnel Action Forms (ePAFs)
- Independent Contractor/Consultant services contract (ICC)
- Resources & Contacts



# 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



Timesheet Forms - Excel

? - ☰ ✕

Sign in



- Info
- New
- Open
- Save
- Save As
- Save as Adobe PDF
- Print
- Share
- Export
- Close
- Account
- Options

## Print

Copies:

Print

## Printer

Microsoft Print to PDF  
Ready

[Printer Properties](#)

## Settings

Print Active Sheets  
Only print the active sheets

Pages:  to

Collated  
1,2,3 1,2,3 1,2,3

Landscape Orientation

Letter  
8.5" x 11"

Custom Margins

Fit All Columns on One Page  
Shrink the printout so that it is one...

[Page Setup](#)

**Laney College**  
900 Fallon Street  
Oakland, CA 94607

ePAF #

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

Reporting Period: From:  To:  20

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

	Date	Hours Worked	Hours Absent	REAS.
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 ADMINISTATOR**

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:  Administrator:

# Hourly Classified & Certificated Timesheets



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 Home Tools Test.pdf x  
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 1 / 2

## CLASSIFIED TIME SHEET REGULAR AND PART-TIME EMPLOYEES

Laney College  
900 Fallon Street  
Oakland, CA 94607

Reporting Period: From : [redacted] To: [redacted] 20 [redacted]

ePAF #

	Date	Hours Worked	Hours Absent	REAS.
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>				
MON.				
TUES.				
WED.				
THUR.				
FRI.				
SAT.				
SUN.				
<b>Weekly Total</b>				

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

Employee ID # [redacted]

Last Name Only - PLEASE PRINT IN THE ABOVE SQUARES

[redacted]

First Name [redacted] Middle Name [redacted]

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

Signature [redacted] Employee

THIS SPACE IS TO BE COMPLETED BY THE AUTHORIZED ADMINISTRATOR

Summary of Absences (hours)

Sick Leave [redacted] Other with Pay [redacted]  
 Vacation [redacted] Other without Pay [redacted]

	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? [redacted] Comment - If Any: [redacted] Administrator: [redacted]

Search tools

- Create PDF
- Edit PDF
- Export PDF
- Comment
- Organize Pages
- Scan & OCR
- Protect
- Fill & Sign**
- Prepare Form
- Share
- Compare Files
- More Tools

Your current plan is Creative Cloud  
Learn More

# Hourly Classified & Certificated Timesheets



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Home Tools Test.pdf x

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Fill & Sign Close


What do you want to do?



**Fill, sign and send**

Fill form fields, add text and draw or type your signature.

[Fill and sign](#)




**Get others to sign**

Add signers, mark where to fill and sign, send it out and track progress.

[Request signatures](#)

POWERED BY Adobe Sign





# Hourly Classified & Certificated Timesheets



Test.pdf - Adobe Acrobat Pro DC

File Edit View Window Help

Home Tools Test.pdf x

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Fill & Sign

1 Sign 3 Next Close

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

Laney College  
900 Fallon Street  
Oakland, CA 94607  
ePAF #

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

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

	Date	Hours Worked	Hours Absent	REAS.
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 ADMINISTRATOR

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.												

2

Have you submitted another time sheet for this reporting period? [ ]

Comment - If Any: [ ]



# 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

Laney Student Timesheets											
Laney	Pay Period	From	04/01/20	To	04/30/20						
Last Name	First Name	ID	EPAF #	04/01 - 04/05 Weekly Total	04/06 - 04/12 Weekly Total	04/13 - 04/19 Weekly Total	04/20 - 04/26 Weekly Total	04/27 - 04/30 Weekly Total	Period Total	Budget Code	
									0		
									0		
									0		
									0		
									0		

- 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.



# Creating Electronic Personnel Action Forms (ePAF)

The purpose of this procedure is to serve as a guide to creating an Electronic Action Form using the ePAF System



A decorative graphic at the top of the slide. On the left, there are four silhouettes of people standing together. To their right is a stylized bridge with a truss structure, arching across the width of the slide. The word "Functions" is written in a large, bold, black font across the middle of the bridge structure.

# Functions

- Assign: Create an additional assignment, new primary assignment, new hire, rehire
- Change: Change an existing assignment
- Terminate/Separate: Terminate an assignment due to resignation, retirement, death
- Leave of Absence: Create a new leave or return an employee to active status at the conclusion of leave

A decorative background featuring silhouettes of four people on the left and a large, stylized bridge structure in the center, all in a light green color.

# Procedure

- **PICK THE EMPLOYEE, ACTION, AND ASSIGNMENT:**
  - Click: To Initiate a New ePAF
  - Identify Employee Information
  - Select Employee
  - Select Action: User either clicks Assign Employee, Change Existing Assignment, Leave of Absence or Separate/Terminate
  - Assignment Action: Select the assignment to be impacted



# Assignment Action

- Select one primary box (additional assignment, reassign to new primary assignment, stipend)
- New Hire/Rehire Name & Address
- Select Position: Select a vacant single position or pooled position
- Assignment Detail (**except stipends**): - Enter the information based on the type of assignment. For Stipends, enter in a comment box: Amount, Description, Reason, and End Date
- Assign Confirmation Screen: Submit the ePAF



# Instructional Object Code vs. Non-Instructional Activity

- Instructional object codes (11XX, 13XX, 22XX, 24XX) + Instructional activity (lower than 599999, 611XXX, 682XXX, 701XXX)
- Non-instructional object codes (12XX, 14XX, 21XX, 23XX) + Non-instructional activity (higher than 600000) for **General Fund ONLY**



# Independent Contractor/Consultant (ICC)

The purpose of this procedure is to serve as a guide to initiating Independent Contractor/Consultant Services (ICC)



# Step 1: Initiator & CC Manager



- Set up the vendor into One Peralta.
- Make sure vendor address in the OnePeralta matches the vendor.
- Check on supplier info, make sure the name and address are current. The check from the district will be mailed to the address on file.
- At this point you should check if there is any ICC was created to your vendor within this fiscal year on the OnePeralta.



# Step 1: Cont'd, Addendum ICC.



- You should be able to see if anyone created requisition (district wide) toward to the vendor. If someone did an ICC before you did, then you will need to do an addendum ICC.
- Example A) Someone at COA created a requisition for \$500 for services last November and you are creating a requisition for \$300 at Laney. An ICC will be needed from your cost center with the amount \$800 on the form.
- Example B) Someone at Laney submitted an ICC for \$1,500 for services last December and you are submitting an ICC for \$20,000 now at Laney. An addendum ICC will be needed from your cost center with the total amount \$21,500 on the addendum form.
- Example C) Someone at Merritt submitted an ICC for \$40,000 for services last December and you are submitting an ICC for \$20,000 at Laney. An addendum ICC will be needed from your cost center with the total amount \$60,000 on the addendum form. Also, Board of Trustees' approval is needed.



# Step 2: Initiator & CC Manager



- Obtain signature on ICC form. Electronic signatures are acceptable.
- Attach resume for individuals or company overview from their website.
- Attach Scope of Work (SOW) - a brief description with the contract amount.
- Contract completion date must be complete by end of fiscal year which is June 30.
- Create requisition with object code 5105 in most cases.
- Submit the ICC packet to the Business Office.

Your work will be done after you submitted your packet. 😊 However, it will resume when the ICC is fully approved.





# Step 3: Business Office & Presidents Office



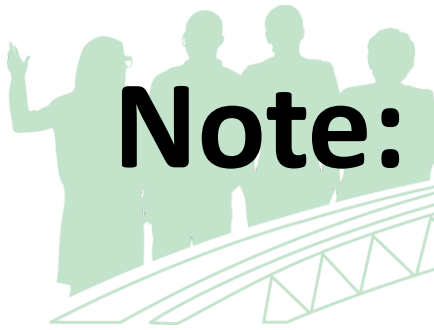
- The VP Administrative Services will perform a budget review and approve the ICC packet.
- Business Office will hold the ICC packet until P.O. is sourced.
- After P.O. is dispatched. Business Office will submit the ICC packet to the College President for review and approval.
- The President's Office will forward the approved ICC packet to District Purchasing.



# Step 4: District Office



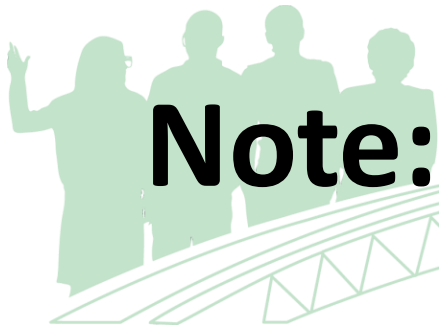
- From Purchasing, the ICC will be routed to the Executive Assistant at District Finance Office for the Vice Chancellor of Finance review and approval
- The Finance Office will forward the ICC to the Chancellor for final approval
- For \$50,000 + ICCs: B.O.T. will review & approve ICCs at their meeting
- Once all the appropriate signatures have been obtained, the ICC will be logged, and a copy of the entire ICC packet will be emailed back to the campus. Originals will be stored at the District Finance Office.
- Now the contractor is approved to work for the Peralta. The vendor / initiator will send the invoice to Accounts Payable for payment.



# Note: Initiator & CC Manager



- An ICC is required for services of \$600 or more.
- Contracts over \$50,000 require Board of Trustees' approval.
- Exception -bond funded contracts (Funds 63 & 65).
- A copy of the Board meeting minutes must be submitted with the ICC packet.
- The ICC must be approved by the Chancellor PRIOR to services being rendered by any new or continuing contractor/consultant.
- A new ICC must be submitted for each fiscal year.



# Note: Initiator & CC Manager

- If there is any change in **contract amount, contract date** or **scope of work** an ICC addendum is required. Also, if change is over \$50,000 or the new amount is over \$50,000 B.O.T. approval is required.
- If there are **no changes** in contract amount, contract date or scope of work, **change order** will do (e.g. change in budget line).
- For \$50,000 or more a **board doc** is required. \$50,000 is the aggregate amount for all 5 PCCD locations within one fiscal year
- Expected 2-3weeks for approval from the date that PO is sourced and the date of your submission. Keep in mind: Services of **\$600 more requires an ICC**. \$600 to \$49,999 **Board of Trustees' approval not needed**. \$50,000 or more Board of Trustees' **approval needed**, \$86,000 bid for contracts.



# 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/](https://laney.edu/business_office/business-office/)

**Business Office Forms**

[https://laney.edu/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/](https://laney.edu/business_office/business-office-budget-training/)

**College Operating Procedures**

[https://laney.edu/business\\_office/adminsop/](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>