LANEY COLLEGE
900 Fallon Street, T-213
Oakland, California 94607

SOP Number:
BUS.3.09.00
Previous SOP: N/A
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STANDARD OPERATING PROCEDURE

DEPARTMENT	Business and Administrative Services	TITLE	Payroll Timesheets
PURPOSE	To inform employees of the proper procedures for submitting timesheets intended for payroll.		

PROCEDURE

Regular Timesheet Submission

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 or staff assistant indicate 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 by the Staff Assistant for processing by the submission date (Timesheet Submission Schedule). 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).

Step 1	After confirming funding, the Dean completes an electronic Personnel Action Form (ePAF) 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's office for processing by the published **timesheet submission date**.
Step 4	Dean checks and reviews timesheet for accuracy, codes and signs for approval; Staff Assistant submits to the Business Office for processing by the timesheet submission 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 a direct deposit process for the employee is not active.

Overtime must be justified, requested, and approved in advance and in writing by Vice President over the area of responsibility area or the College President, before performing any overtime work (Overtime Request Form).

Overtime/comp 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 (Timesheet Submission Schedule)*.* All overtime/comp time timesheets as well as completed overtime authorization form will be submitted to the Vice President of Business & Administrative Services 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.

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Payroll checks are available for pick up at the Cashier's Office (A-201). 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.

Overtime & Compensation Timesheet Submission

Step 1	Employee completes an Overtime Authorization Form and submits form to the Dean for prior approval. Forms available on the Business Office webpage (Business Office Forms link). All requests for overtime must be pre-approved by your immediate supervisor, the area Vice President or College President. All required signatures must appear on the form, prior to submitting to the college Business Office.
Step 2	Employee must complete the actual timesheet (**Comp/Overtime Report form**); available on the Peralta website under the employee link (https://web.peralta.edu/hr/leaves/) and submit to the Dean with the approved Overtime Authorization Form.
Step 3	Dean checks and reviews timesheet for accuracy, codes and signs for approval; Staff Assistant submits to the Business Office for processing by the timesheet submission date.
Step 4	Business Office staff checks and reviews **Overtime Authorization Form** and **Comp/Overtime Report** form for accuracy and forwards to the Vice President of Administrative Services for approval.
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 a direct deposit process for the employee is not active.

Responsibilities

☐ **Employee**: Accurately complete and submit timesheet to their department Deans by the published deadline. Record employee ID number and ePAF number over the spaces 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. Minimal changes will be made to incorrect timesheets if any at all. Timesheets with errors will be returned to the department Deans for correction.

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DEFINITIONS AND ABBREVIATIONS

electronic Personnel Action Form (ePAF): An electronic form that contains personal pertinent hiring information needed for all employees, and before any employee can begin work. Information includes: Full name, ID number, start date, end date, salary, position and budget code(s).

Timesheet: A form used to record and track payable hours.

Overtime: Payable time over 40 hours per week

Payroll: Money earned for hours worked

RESOURCES

Peralta HR Website: https://web.peralta.edu/hr/leaves/

Timesheet Submission Schedule: https://laney.edu/business_office/wp-content/uploads/sites/68/2021/07/Timesheet-Submission-Schedule-2021-2022-1.pdf

Overtime Request Form: https://laney.edu/business_office/wp-content/uploads/sites/68/2020/11/District-Overtime-Authorization-Form-4.pdf

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