Hourly New Hire/PAF Procedures

PRESENTED BY HUMAN RESOURCES
Agenda

- New Hire Procedures
- New Hire vs. Rehire
- Types of Hourly Employees
- Procedure for completing the New Hire paperwork
- New PAF Procedures
- Hourly Terminations/Changes in Status
- Timecard Procedures
- Substitute & Stipend Reminders
Hourly New Hire Procedures

Human Resources requests your assistance in implementing new procedures in our Hourly Employee intake process which we hope will help improve and streamline the overall hiring process for these employees. These new procedures stem from an organizational change within the HR department, where the HR Technician position that supports the front desk/exception area will no longer be receiving hourly new-hire paperwork. This function has been transferred to the Employment area in Building HR10.

Human Resources will provide you with the electronic version of all the hourly new-hire forms/documents including a separate checklist for both Student and Non-student hourly employees. Please distribute this packet to your new hourly employee and utilize the appropriate checklist to ensure completeness.

In order to expedite the hiring process for your new hourly employee, you may collect the hourly’s completed paperwork and identification yourself and then forward the completed packet to HR. Otherwise, please instruct your new hourly employee to call HR (x7360) to make an appointment to submit the completed new hire packet.

The Employment Area will accept hourly new-hire appointments on the following days/times:
- 1st & 3rd Mondays of each month
- Between the hours of 10am and 3pm

The new-hire paperwork must be completed before they arrive for their appointment. If the hourly is not available on Mondays, HR will arrange an alternate date and time when they call for an appointment. Regrettably, drop-ins are not permitted.

Those of you who have already implemented the distribution, collection, and forwarding (to HR) of these materials will simply need to include the new Hourly Application in your packets from here forward. We appreciate your continued assistance with this process.
New Hire vs. Rehire

NEW HIRE

Employee has never worked for College of Marin.

Paperwork needed for a new hire:
- PAF – completed by the department with appropriate signatures; check “new hire” on the PAF.
- New Hire Packet completed
- TB test clearance
- Fingerprint clearance ([LIVESCAN](#)) (Non-student only)
- Need to bring or send copies of their photo ID and social security card to Human Resources

REHIRE

Employee has worked for College of Marin.*

Paperwork needed for a continuing employee:
- Continuing PAF – new PAF to be completed every semester; check “re-hire” on the PAF.

* If there has been a significant length of time between employments with College of Marin for a continuing hourly; updated paperwork (i.e. tax forms, TB/Fingerprint clearances, etc.) may be required prior to the start of employment. Please check with Human Resources if you are unsure so that we can pull the personnel file.
Types of Hourly Employees - Student

- **Student (6 units or more – MCCD):** An hourly employee is considered a student if in the semester they are working have at least 6 or more units at College of Marin (Marin Community College) AP 7270 – Student employees: A student enrolled in 6 or more units per semester may work part-time as a student employee for no more than 25 hours per week and no more than 194 working days in an academic year.

- **Student (Special Program):** Specifically refers to a student employees in the DSPS program or Police Cadets. Must be enrolled in 6 or more units.

- **EOPS (6 or more units):** Extended Opportunity Programs & Services Work Study employees – same as student employees must be enrolled in at least 6 or more units. (Becky Reetz’s area)

- **Work Study/Financial Aid (6 or more units):** refers to COM students receiving financial aid and are eligible for work study. (managed by Enrollment Services)

- **Student (12 or more units at another institution):** Post-secondary institutions only, not high school.
Types of Hourly Employees – Non Student

- **Sub/Leave Replacement (less than 195 (194) working days):** Refers to an hourly employee that is temporarily replacing a classified employee while that employee is temporarily absent from duty. Temporary employee cannot work more than 194 days) AP 7236: Any person employed to replace any classified employee who is temporarily absent from duty.

- **Vacancy Replacement (60 calendar days only):** Refers to hourly employees hired to fill a vacancy while a recruitment is in progress to fill the vacant position. AP 7236: If the District is engaged in a procedure to hire a permanent employee to fill a vacancy, one or more substitute employees may be hired for not more than 60 calendar days. Exceptions will be addressed with the appropriate bargaining unit.
Types of Hourly Employees – Non Student

**Short-term (less than 195 (194) working days):** Refers to all other non-student hourly employees that are not Sub/Leave or Vacancy Replacements. AP 7236: Short-Term Employee: A. Any person employed to perform a service for the District upon the completion of which the service required or similar services will not be extended or needed on a continuing basis. B. The Education Code allows the employment of short-term employees outside the Classified Service under specified conditions:

1. The person can only be employed to perform a short-term service, upon the completion of which, the service will not be extended, and
2. Short-term employee services shall not exceed 194 working days, including holidays, sick leave, vacation, and other leaves of absences, irrespective of number of hours worked per day.
3. Short-term employees may not exceed 37.5 (25) hours per week. Short-term and substitutes may be granted overtime only with the authorization of their manager.
4. Commercial temporary employment agency services may be used
5. No short-term employee may be assigned or allowed to begin work prior to the completion of appropriate Human Resources requirements.

**High school (work permit required):** If this hourly employee is under 18 years of age, must provide a signed work-permit from their high school. (ex: lifeguards during the summer)
Hourly New Hire Paperwork

✓ Personnel Action Form (PAF)
✓ Employment Eligibility Form (I-9)
✓ Social Security Card (signed) and Photo ID (i.e. CDL, Passport) – 2 copies
✓ W-4 & DE-4 Forms (Federal and State Tax Forms)
✓ Loyalty Oath Form
✓ Student Unit Load Certification / Non-Student Employee Statement
✓ Request for LiveScan Service (for non-student hourlies only)
✓ EDD Unemployment Insurance Information (For Employee)
✓ STRS/PERS Prior Retirement Memo
✓ CalPERS Notice of Exclusion
✓ Direct Deposit (for Employee)

❖ All forms are currently available electronically – upon request, HR will email you the electronic new hire packet.

❖ Coming Soon: All forms will be available on the COM Human Resources Department website.
PAF Timeframes & Position Numbers

**PAF TIMEFRAMES**

- A PAF for both student and non-student employees should be done **each semester**, rather than fiscal year.

**POSITION NUMBERS**

- Positions Numbers (P#’s) are generated by Human Resources.
- The FOAP determines the Position Number.
- **If you are unsure about the FOAP – contact the Fiscal Services Department.**
25 Hours Limitation

25 Hours/Week - Maximum

- Effective September 29, 2014, student hourly employees and non-student hourly employees can work no more than 25 hours per week. The limit on the number of hours worked per week enables departments to comply with the Affordable Care Act (ACA) provisions. ACA mandates the provision of medical benefits once an employee reaches a certain hourly threshold in a workweek.

- Division/departmental managers are responsible for establishing internal controls to ensure that an hourly employee’s combined work schedule does not exceed 25 hours in one workweek if the hourly employee works for more than one department.
Hours & Days Limitations

1000 Hours Limitation

- Under CalPERS: Non-student hourly employees are limited to working no more than 1000 hours in a fiscal year.
- If employee reaches 1000 hours or more, employee is automatically entered into the CalPERS and will begin paying into PERS.
- As long as employee stays under 1000 hours, they are exempt from CalPERS membership.
Hours & Days Limitations

194 Days Limitation

- Ed. Code 88003: non-student hourly employees are limited to working 75 percent of a college year which means 194 working days, including holiday, sick leave, vacation and other leaves of absences, irrespective of number of hours worked per day.
- Non-student hourly employees must be tracked for compliance to the 194 day rule.
- Tracking to be done via timecards by the department prior to sending them to payroll for processing each month.
PAF Procedures

**Student vs. Non Student**

- Student – 6 or more units
- Identify as EOPS, Work Study, or Special Programs if applicable
- Non Student – under 6 units
- Identify as Sub, Leave or Vacancy Replacement, or Highschool if applicable
Instructional vs. Non Instructional

- FOAP will determine whether job instructional or non instructional
- Must always be checked
- Affects 50% law
Multiple Jobs

- Newly revised PAFs will have a “Multiple Jobs” checkbox
- Departments are responsible for finding out if the employee has other jobs at the district, and for which departments
- Departments must work together on a work schedule for employee that does not exceed 25 total weekly hours
Signature/Routing Queue

- All indicated signatures must be on the PAF in order to be processed
- Names must be printed below signatures
- **NEW!** PAFs will be routed to Fiscal Services rather than HR
Record Retention

- When you receive a processed PAF back from HR or Fiscal, *please retain this for the employee to reference when completing the timecard*

- **NEW!** HR will be assigning position number and suffix

- If the employee puts different info on the timecard than what is on the PAF, there is no guarantee that they will be included in that payroll

- HR will continue to retain original PAFs for personnel folders
Hourly Terminations/Change in Status

- A revised PAF is needed when the employee’s status or pay rate has changed (ex. Student to Non Student)

- If the employee terms before the end date on the PAF, please send a revised PAF with terminated status.
Timecard Procedures

- Properly Completing Timecards
- Residual Hours
- Timecard Deadlines
Properly Completing Timecards

- **ALL fields need to be completed**
  
  *(Name, M00, Rate, FOAP, Position, Suffix, Hours worked, Signatures, etc.)*

- **Provide employee with correct information**
  
  *(if the PAF has been returned with corrections, make sure the employee has the most recent copy)*

- **If the timecard is missing information or contains incorrect information, there is no guarantee that the employee will be paid on that payroll.**
Timecard Example

[Image of a timecard with details filled out]
Residual Hours

- Double check to make sure hours worked in the “limbo period” (Ex. 11/24/14 – 11/30/14) are not reported on consecutive timecards.
Most Importantly...

- If accurate timecards are not sent to payroll according to the deadlines, there is no guarantee that the employee will be paid on that payroll.

- The timecard schedule is located on the fiscal website at: [http://www.marin.edu/fiscal/payroll.html](http://www.marin.edu/fiscal/payroll.html)
Employee Start Dates

- **New!** An Employee can NOT start as soon as the PAF is routed
- A PAF must be verified by Fiscal and HR, and Board Approved*
- HR will notify you as soon the employee is eligible to begin working
- The new Hourly Hiring Calendar serves as a reference for hiring timelines

*Student workers do not need to be Board Approved
# Hourly Hiring Calendar

<table>
<thead>
<tr>
<th>Month</th>
<th>Hourly Employee</th>
<th>PAF due in Fiscal</th>
<th>PAF due from Fiscal to Human Resources</th>
<th>Start Date for Hourly Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>July</td>
<td>06/30/14</td>
<td>07/15/14</td>
<td>07/22/14</td>
<td>07/29/14</td>
</tr>
<tr>
<td>August</td>
<td>08/04/14</td>
<td>08/13/14</td>
<td>08/20/14</td>
<td>08/27/14</td>
</tr>
<tr>
<td>September</td>
<td>09/02/14</td>
<td>09/12/14</td>
<td>09/19/14</td>
<td>09/26/14</td>
</tr>
<tr>
<td>October</td>
<td>09/29/14</td>
<td>10/15/14</td>
<td>10/22/14</td>
<td>10/29/14</td>
</tr>
<tr>
<td>November</td>
<td>11/03/14</td>
<td>11/07/14</td>
<td>11/14/14</td>
<td>11/24/14</td>
</tr>
<tr>
<td>December</td>
<td>12/24/14</td>
<td>12/04/14</td>
<td>12/11/14</td>
<td>12/18/14</td>
</tr>
<tr>
<td>January</td>
<td>01/05/15</td>
<td>01/14/15</td>
<td>01/21/15</td>
<td>01/28/15</td>
</tr>
<tr>
<td>February</td>
<td>02/02/15</td>
<td>02/11/15</td>
<td>02/18/15</td>
<td>02/25/15</td>
</tr>
<tr>
<td>March</td>
<td>03/02/15</td>
<td>03/19/15</td>
<td>03/26/15</td>
<td>03/27/15</td>
</tr>
<tr>
<td>April</td>
<td>04/06/15</td>
<td>04/14/15</td>
<td>04/21/15</td>
<td>04/28/15</td>
</tr>
<tr>
<td>May</td>
<td>05/04/15</td>
<td>05/19/15</td>
<td>05/26/15</td>
<td>05/27/15</td>
</tr>
</tbody>
</table>
Substitute and Stipend Reminders

- PAFs need to be created for each new fiscal year which starts July 1st. Even if a teacher is subbing in the Summer, this does not apply to substitute and stipend PAFs and timecards.

- The job needs to be active in Banner on the date that Payroll receives the timecard in order to pay the employee.