With the narrow payroll processing calendar of our financial system, Banner, we need the help of
departments to meet routine timecard deadlines. Compliance with the following guidelines is
mandatory and will assist us in ensuring timecard users are paid on time and correctly:

1. All timecard users must have a PAF effective for the current fiscal year. Simply submitting a
timecard will not get the employee paid. This includes all grants and stipends awarded.

2. Submit new and revised PAFs (Personnel Action Forms) directly to Human Resources by the PAF
due dates listed on the reverse side of this memorandum. PAFs submitted to HR must include all
proper signatures and supporting documentation. SHORT-TERM HOURLY EMPLOYEES
CANNOT BEGIN WORKING UNTIL THE BOARD HAS TAKEN ACTION AT A REGULARLY
SCHEDULED MEETING TO APPROVE THE POSITION. Hourly PAFs are valid for one fiscal
year only.

3. Timecards must be fully completed in ink; pencil is unacceptable. The Banner I.D. must be filled
in (the M000 #). In addition, position number assigned to that particular job is required. Please
write it in above the FOAP. The position number can be obtained from Human Resources.

4. Timecards must be signed and dated by the employee, the supervisor, and the budget
manager. Supervisors and Budget Managers are responsible for verifying the accuracy of the
information on the timecard.

5. FOAPs to be used must match the one authorized and approved on the PAF for the employee. No
other number can be substituted. PROVIDE THE FOAP IN THE BANNER FORMAT.

6. The ALL TIME WORKED recorded as worked during the month must equal the total HOURS
area on the timecard. Use quarter hour increments. Indicate the amount of time worked, not the
start and stop times. Quarter hour increments should be designated as ¼, ½, ¾, or .25, .50, .75.

7. The Prior Month and Current Month areas on the far right side of the timecard must be
completed; otherwise, we do not know which month the employee worked.

8. Timecards must be submitted to payroll by the dates indicated on the due-date schedule reflected
on the reverse side of this memorandum. Timecards submitted late will not be processed until
the following pay period. There will be no exceptions.

9. Hours submitted should be for actual time worked. Do not estimate hours through the end of the
month. Include only those hours worked through the date the card is signed and submitted.
Subsequent hours should be recorded on the timecard for the following month.

10. Timecards will not be accepted if delivered by the employee being paid. If the supervisor does not
deliver them, then the supervisor should send the timecards by campus mail in a sealed envelope.
**IMPORTANT**

ALL APPLICANTS PROPOSED FOR EMPLOYMENT MUST GO TO THE HUMAN RESOURCES OFFICE BEFORE ANY EMPLOYMENT COMMITMENT IS MADE AND BEFORE THEY ARE ALLOWED TO PERFORM ANY WORK, IN ORDER TO ESTABLISH EMPLOYMENT ELIGIBILITY UNDER THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

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**BOARD ITEM / PAF / TIMECARD DUE DATE SCHEDULE**

<table>
<thead>
<tr>
<th>MONTH</th>
<th>BOARD ITEM INFO TO HR *</th>
<th>PAF DUE IN HR</th>
<th>TIMECARD DUE IN PAYROLL</th>
<th>PAYDATE **</th>
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<td>07/23/12</td>
<td>07/30/12</td>
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<td>08/22/12</td>
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</table>

* PLEASE NOTE: SHORT-TERM HOURLY EMPLOYEES CANNOT BEGIN WORKING UNTIL THE BOARD HAS TAKEN ACTION AT A REGULARLY SCHEDULED MEETING TO APPROVE THE POSITION.

PAFs (Personnel Action Forms) including all proper signatures and supporting paperwork, for certificated substitutes (and other hourly personnel), students, and non-student personnel must be submitted to H.R. and completed by H. R. before the employee begins work. New hires MUST provide a copy of their social security card, before their paperwork can be processed and before the employee is paid.

** PLEASE NOTE: Payday is the tenth day of the month. All paychecks will be placed in the U.S. mail. Direct deposit is available to all employees; contact the payroll unit for a direct deposit enrollment form.

SUBSTITUTE TIMECARDS WILL NOT BE PAID UNTIL HUMAN RESOURCES HAVE VERIFIED THAT AN ABSENCE REPORT HAS BEEN SUBMITTED FOR THAT DATE.

If there are any questions concerning the schedule, or if you need a supply of timecards, please call the payroll unit at the Indian Valley Campus at extension 8163 or 8164.