



Channel Islands
CALIFORNIA STATE UNIVERSITY

Time & Attendance Certification Process

Finance 101
2017



PRESENTED BY
▪ VICKIE METCALFE

Purpose

To comply with the State Administrative Manual requiring state agencies to maintain records of certification for each salaried employee during each pay period.

Attendance must be approved by authorized department heads and attendance clerks. The Attendance Certification Process may impact the issuance of payroll warrants (paychecks) and is subject to State and local audits.

Approvals are to be completed by the deadlines noted on the university's payroll calendar.

State of California

TIME & ATTENDANCE REPORT - Form 672

Preprinted

By Unit #

- List of employees
- Based on payroll's employment history information as of cutoff from previous month.
- Prior information required was reporting employee's vacation/sick usage and to request all types of miscellaneous pays such as overtime, holiday pay, shift differential.
 - ❖ Replaced with Time & Labor and Absence Management.



State of California

TIME & ATTENDANCE REPORT - Form 672

Information includes:

- Payroll Header- Unit Name
- Pay Period - To/From Dates
- Type - "0" Master Payroll
- Signatures – Authorized & Attendance Clerk
- Agy (Agency)
- RU (Unit #)
- Ok Box
- Social Security Number
- Employee's Name (Initials & Last Name)
- Class – Serial (Position number)
- T/B Frac (Time base fraction)
- CBID (Collective Bargaining Unit ID)

❖ Separate 672 forms are furnished each pay period

❖ By Agency and Reporting Unit Code

State of California

TIME & ATTENDANCE REPORT - Form 672

- ▶ Lists employees on negative payroll

Sorted by:

- ▶ Ascending class code
- ▶ Position's serial number
- ▶ Social security number

“Negative” attendance is for employees on the “master” payroll.

Payroll is prepared in advance of the close of the pay period and is based on anticipated time worked through the end of the pay period.

Distributed Monthly

Generated by **State Controller's Office (SCO)**

- Payroll certifies prior month's attendance online with the State Controller's Office
- SCO generates next month's report
- Mailed to Student Business Services
- Information (Employees) listed is based on prior month's report.
- Doesn't reflect changes made by payroll (hires, separations, time base changes) that were keyed on or after the 19th of the prior pay period.

Payroll

- Picks up reports (2 copies)
- Separates copies/reports for distribution
- Updates memorandum dates and deadlines
- Mail reports and memos to departments

November 3, 2017

TO: Attendance Clerks
FROM: Payroll Services
RE: Time & Attendance Certification for "November 2017" pay period (Nov 1 through Nov 30, 2017).



RESPONSIBILITY

The attached Time & Attendance Report lists employees who were on active pay status in the prior pay period. It is the department's responsibility to identify all employee changes that occurred during the current pay period and note those changes on the report as outlined below. Please certify each employee's time worked so Payroll can release accurate payments.

DEADLINES

November 9 - (Thursday)

Review - Verify all active monthly employees are listed for the pay period.

Add - New or returning employees

Cross Off - Employees who separate, are off pay status, or have changed departments.

Check - "OK" box (in upper left hand corner) for each employee due payment.

Certify Time -

Enter 1 in "STD" box if due a full month's pay;

Or enter the number of days worked if less than a full month.

Sign - Must include Attendance Clerk and Authorized (Department Head) signatures.

Return - To Payroll

Absence Without Pay - "DOCK" - Report "Dock" time when an employee is absent and he/she has exhausted their sick and/or vacation leave balance(s).

Docks are to be reported in Absence Management as soon as they occur.

And the "Departmental Dock Notice" is to be completed and sent immediately to Payroll to avoid overpayments.

http://www.csuci.edu/hr/hr_documents/docknotice.pdf

December 8 - (Friday)

Submit

Absence & Additional Time Worked Report (STD 634) for part-time and hourly employees. **Include time worked/used during the pay period.**

Alternate Work Schedule changes (Non-Exempt Employees)

Authorization for Extra Hours Worked form for overtime pay

Shift Differential Attendance Report

Above forms are available at <http://www.csuci.edu/hr/payroll.htm>

Attendance Clerks - Memorandum

Outlines

- ▶ Responsibility
- ▶ Deadlines- complete & return forms
- ▶ Review Process
- ▶ Absences without pay - Docks

Additional Forms / Links

- ▶ Absence & Additional Time Worked Report
- ▶ Alternate Work Schedule
- ▶ Authorization for Extra Hours Worked
- ▶ Shift Differential Forms

<http://www.csuci.edu/hr/payroll.htm>

Roles

Managers/Supervisors

- Hire
- Maintain attendance
- Initiate employment changes
- Authorize work schedules
- Approve time off
- Leave of absences

Payroll

The approved attendance report authorizes pay to be issued to employees based on the information provided.

Auditors

Review records for compliance and accurateness.

Attendance Clerks Review

VERIFY

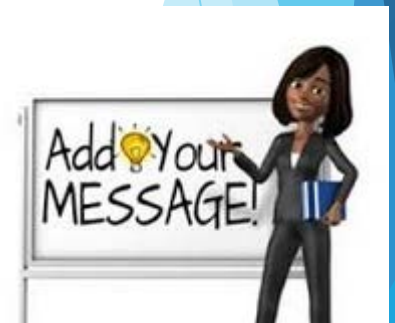
- All employees are listed
- Add new hires
- Returning employees

Cross off / Line out

- Separated employees
- Employees who moved out of department
- Employees off pay status, not entitled to pay

Make corrections on report for changes in an employee's

- Job class
- Time base fraction



Additional Duties

CHECK

“OK” box (upper left hand corner) if employee is entitled to pay.

CERTIFY TIME TO BE PAID

- Due full pay - enter 1 in “STD” box – See Standard Payroll
- Less than full pay - enter number of days & hours due
 - Docks –
 - ❖ Submit dock report to Payroll
 - ❖ Note on attendance report
 - Late hires
 - Separations
 - Disability leave or other non paid leaves

CSU - PAYROLL STANDARD PAY PERIODS

A standard pay period is:

- Based on 21 / 22 workdays
 - Majority 22 days
 - Full pay is same for both
- Can cross into another calendar month
 - Beginning, Ending, Sometimes both apply
- Important for reporting absences, separations, leaves.
 - Counting the number of days to be paid.

Notes are Informative

INCLUDE NOTES:

The date and reason full pay is not due, such as:

- ❖ Leave of absence
- ❖ Returned/reinstated from leave
- ❖ Separated
- ❖ Moved departments
- ❖ Hired on

Changes or Notes Provided on Attendance Report

Your notes alert Payroll to changes

Allows time for Payroll to:

- ✓ Strip direct deposit payment
- ✓ Pull a check
- ✓ Make an inquiry
- ✓ Prepare a salary advance
- ✓ Reduce overpayments
- ✓ Stop payment from auto generating

Does Not

Update or make changes to an employees job record.

Proper documentation is required.

REQUIRED SIGNATURES

Attendance Clerk & Authorized (Department Head)

RETURN - To Payroll

Payroll retains attendance reports

Auditor can ask payroll to pull attendance reports to verify employee information, time certified matches pay records, and authorized signatures are on file.

Payroll Signature Authorizations

Payroll Signature Authorization cards are required.

Maintained in Payroll

Complete a new card when there are departmental changes.

Attendance Clerk
Department Head

Request forms from Payroll.

DEPARTMENTAL DOCK NOTICE

Employee Name:

Position Number:

Pay Period:
Month/Year

Dates and/or hours of dock:

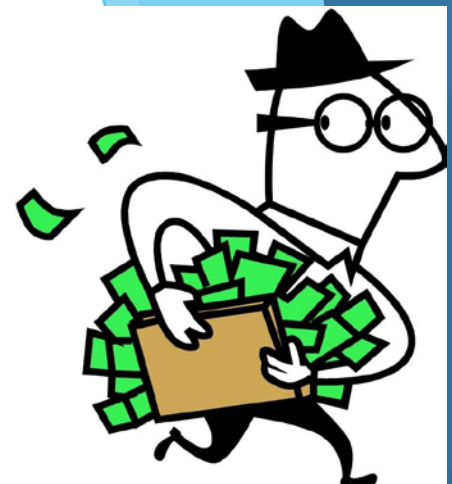
Employee Signature

Date

Authorized Signautre

Date

Send to Payroll by the 15th of the month, if possible.



Send to Payroll as soon as a dock has occurred to avoid overpayments/ account receivables.

https://www.csuci.edu/hr/hr_documents/docknotice.pdf

Work Schedules

Employees (other than hourly or part-time faculty or employees working a regular Monday - Friday, 8 hour day schedule) require to submit their work schedule in order to ensure accurate attendance reporting.

Submit work schedules for an employee if

- Working less than 40 hours/week
- Working other than a regular Mon-Fri, 8 hour per day schedule
- When returning from an alternate schedule to a regular schedule

EMPLOYEE
WORK SCHEDULE



Payroll Register



| SOC SEC NUM | EMPLOYEE | POSITION | PAY | TIME | SALARY | P | DAYS | HOURS | | NET | WARRANT | ISSUE |
|-------------|--------------------|-------------------|---------|-------|---------|---|------|-------|------------|---------|---------|-----------|
| XXX-XX-XXXX | LAST NAME, INITIAL | AGY-UNT-CLASS-SER | PER | BASE | RATE | T | PAID | PAID | GROSS PAY | PAY | NUMBER | DATE |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-1035-001 | 2017/10 | 0 | \$5,000 | 0 | 99 | 0 | 5000.00 | 3227.91 | 5377496 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-1038-001 | 2017/10 | 35040 | \$5,000 | 0 | 18 | 0 | \$3,582.25 | 2567.27 | 5377497 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-1038-002 | 2017/10 | 0 | \$5,000 | 0 | 14 | 5.8 | \$4,056.00 | 2965.81 | 5377498 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-1038-003 | 2017/10 | 0 | \$5,000 | 0 | 99 | 0 | \$4,334.00 | 2980.91 | 5377499 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-1148-001 | 2017/10 | 0 | \$5,000 | 0 | 99 | 0 | \$5,667.00 | 4171.43 | 5377500 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-1170-001 | 2017/10 | 0 | \$5,000 | 0 | 99 | 0 | \$3,954.00 | 2800.1 | 5377501 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-2977-001 | 2017/10 | 0 | \$5,000 | 0 | 99 | 0 | \$5000.00 | 4888.22 | 5377502 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-3300-001 | 2017/10 | 0 | \$5,000 | 0 | 11 | 0 | 4000.00 | 3555.02 | 5377503 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-3306-001 | 2017/10 | 0 | \$5,000 | 0 | 99 | 0 | \$5000.00 | 4444.04 | 5377504 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-3312-001 | 2017/10 | 0 | \$5,000 | 0 | 3 | 0 | \$1500.00 | 900.004 | 1706885 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-5680-001 | 2017/10 | 0 | \$5,000 | 0 | 99 | 0 | \$500.00 | 3987.14 | 5377505 | 11/1/2017 |
| XXX-XX-XXXX | LAST NAME, INITIAL | 265-xxx-5681-001 | 2017/10 | 0 | \$5,000 | 0 | 21 | 0 | \$4,623.00 | 3644.78 | 5377506 | 11/1/2017 |

“99” days denotes full month’s pay. Pay periods are 21/22 days.
Generated around 20th of each month.

Payroll Reconciliation

Payroll Compares payroll register

- With attendance report.
- Changes keyed throughout pay period
 - Hires/Separations/Job Changes/Leaves
- Processes disability payments after master pay issues
- Checks deductions initiated by Payroll were processed.
(Garnishments, account receivables, refunds)

Release Sheet to SBS

| | | MASTER PAYROLL - October 2017 | | | |
|--------------------|-------------------|----------------------------------|---------|-----------|------------------|
| | POSITION | PAY | WARRANT | ISSUE | COMMENTS |
| EMPLOYEE | AGY-UNT-CLASS-SER | PER | NUMBER | DATE | |
| LAST NAME, INITIAL | 265-xxx-1035-001 | 2017/10 | 5377496 | 11/1/2017 | HOLD |
| LAST NAME, INITIAL | 265-xxx-1038-001 | 2017/10 | 5377497 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-1038-002 | 2017/10 | 5377498 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-1038-003 | 2017/10 | 5377499 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-1148-001 | 2017/10 | 5377500 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-1170-001 | 2017/10 | 5377501 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-2977-001 | 2017/10 | 5377502 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-3300-001 | 2017/10 | 5377503 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-3306-001 | 2017/10 | 5377504 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-3312-001 | 2017/10 | 1706885 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-5680-001 | 2017/10 | 5377505 | 11/1/2017 | Release 10/31/17 |
| LAST NAME, INITIAL | 265-xxx-5681-001 | 2017/10 | 5377506 | 11/1/2017 | Release 10/31/17 |

Confidential information removed

Payroll Calendar

PAYROLL CALENDAR 2017 - 2018

Payroll Calendar is located on Payroll website.

| JULY 2017 | | | | | | |
|-------------------------|----|----|----|----|----|----|
| Jul 1 - Aug 1 = 22 days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| AUGUST 2017 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Aug 2 - Aug 31 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| SEPTEMBER 2017 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Sep 1 - Sep 30 = 21 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| OCTOBER 2017 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Oct 1 - Oct 31 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| NOVEMBER 2017 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Nov 1 - Nov 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| DECEMBER 2017 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Dec 1 - Dec 31 = 21 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| JANUARY 2018 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Jan 1 - Jan 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| FEBRUARY 2018 | | | | | | |
|---------------------------|----|----|----|----|----|----|
| Jan 31 - Feb 28 = 21 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| MARCH 2018 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Mar 1 - Mar 31 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| APRIL 2018 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| Apr 1 - Apr 30 = 21 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| MAY 2018 | | | | | | |
|--------------------------|----|----|----|----|----|----|
| May 1 - May 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| JUNE 2018 | | | | | | |
|---------------------------|----|----|----|----|----|----|
| May 31 - Jun 30 = 22 Days | | | | | | |
| S | M | Tu | W | Th | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

Payroll Roster

| JACINTA BASTONE | | BETTY BERRIOCHOA | | VICKIE METCALFE | |
|------------------------|-----------------------------------|-------------------------|-----------------------------------|------------------------|----------------------------|
| Assigned Departments | | Assigned Departments | | Assigned Departments | |
| Effective Sept 1, 2016 | | Effective Sept 1, 2016 | | Effective Sept 1, 2016 | |
| UNIT # | DEPARTMENT NAME | UNIT # | DEPARTMENT NAME | UNIT # | DEPARTMENT NAME |
| 150 | Advancement | 110 | President's Office | 260 | Police |
| 160 | Communication & Marketing | 210 | Finance & Administration | 270 | Transportation & Parking |
| 240 | HR | 220 | Financial Services | 280 | Technology & Innovation |
| 500 | Provost | 225 | Budget & Reporting | 720 | Biology & Natural Sciences |
| 510 | Office Res & Sponsored Progs | 230 | Procurement & Logistical Services | 725 | Liberal Studies |
| 525 | Faculty Affairs | 250 | AVP, OPC | 730 | English |
| 535 | Academic Programs & Planning | 310 | Office of VP Student Affairs | 735 | Psychology |
| 545 | Library | 311 | Curricular Progs/Student Affairs | 745 | Education |
| 555 | Fac Dev CSU Symposium | 320 | AOT Directors Ofc/Student Affairs | 750 | Math |
| 590 | Extended University | 323 | Student Health & Counseling | 760 | Art |
| 615 | Continuous Improvement | 331 | Campus Research | 762 | University Course |
| 620 | Advising | 340 | Admission & Recruitment | | |
| 625 | Writing & Learning Resources Ctr. | 360 | Residential Education | | |
| 630 | Credential | 361 | Housing Operations | | |
| 715 | Business | 362 | Housing Administration | | |
| 721 | Nursing | 363 | HRE/Summer Conferencing | | |
| 731 | Performing Arts | 370 | Dean of Enrollment | | |
| 761 | Geology | 380 | Dean of Students | | |
| 770 | Computer Science | 390 | Athletics Administration | | |
| 781 | Chemistry | 600 | Dean | | |
| 785 | Physics & Physical Science | 732 | Communication | | |
| 790 | Health Sciences | 733 | Sociology | | |
| 795 | HSI Initiatives | 734 | Chicano Studies | | |
| 820 | Arts & Sciences | 740 | History | | |
| 945 | Gov Call | 766 | Anthropology | | |
| | | 767 | ESRM | | |
| | | 768 | Spanish | | |
| | | 769 | Political Science | | |

Questions?



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