



# Information for Completion of Substitute Faculty Time Voucher

## 1) SUBSTITUTE FACULTY EMPLOYMENT POLICY

For campus policy regarding employment as a Substitute employee, contact your employing department, or the Human Resources Department, SBS Bldg. Rm 143.

## 2) EARS, SOCIAL SECURITY, W-2 INFORMATION

New employees must complete the new employee packet in the Human Resources Office. Payment CANNOT BE MADE until forms are on file in the Payroll & Human Resources Offices. EAR Form should reflect PERMANENT ADDRESS as W-2 will be mailed to this address by January 31 annually. You will receive only one W-2 reflecting ALL State of California Wages. **The Controller will charge \$8.50 to process a duplicate W-2 Form.**

Any employee who claims W4E status (exempt from taxes), MUST complete an EAR Form each January or tax status will automatically revert to single zero.

To update any information, i.e. name, address, tax and marital status, birthdate, social security number, ethnic identification and payroll designee, a new form must be filed. Correcting this information on other University forms WILL NOT update the information in the Human Resources and Payroll Offices.

Name shown on time voucher must be EXACTLY as shown on Social Security Card and EAR Form or pay will be delayed. All employees must have a Social Security number to be paid by the State of California. To apply for or change a Social Security card contact the Social Security Office.

## 3) WARRANT MAILING, UNIVERSITY DEBTS, SALARY ADVANCES

Salary warrants will not be mailed for employee convenience per SAM 8580.2. Warrants may be mailed if employee is not on active status at the University. A mail card must be completed at the Payroll Office.

If any monies are due the University the debt(s) will be deducted & an additional \$10.00 Administration Fee will be assessed prior to release of pay warrant. (Authorized per SAM 8776.7, Education Code 89700, Title V 41800, BP 83-21).

Pay advances are granted ONLY in cases of serious, unforeseen hardship per SAM 8595. Forms to request an advance are available in the Payroll Office and must be approved by the Director of Fiscal Affairs.

## 4) TIME VOUCHER COMPLETION & SUBMISSION

A separate time voucher must be completed for each pay period, account code, unit, department or division where work occurred.

Employees must contact each employing department to determine deadlines for submission of vouchers. Departments must submit pay vouchers to Payroll on Due Dates for pay to be received on a timely basis. **STATE LAW PROHIBITS ESTIMATING AND PROJECTING HOURS.**

**Incomplete or erroneous vouchers will be returned to departments & may result in delayed pay;** vouchers must be completed in ink or typed. A signature authorization card must be on file in Payroll for the Department Chair, College Dean, and Academic Affairs administrator signing this voucher.

## 5) WORK WEEK

Employees may work a maximum of 40 hours per week. Any hours in excess of 40 hours must be in accordance with FLSA regulations. These hours include ALL employment paid by the State of California. The Work Week begins 12:01 a.m. Sunday and concludes 12:00 midnight Saturday.

## 6) JOB INCURRED ACCIDENT OR ILLNESS

An on-the-job accident or illness MUST be reported to your supervisor immediately. The supervisor MUST submit an accident report (Form 620) and Employee Claim Form (SCIF Form 3301) to the University Human Resources Office within 24 hours of the accident or illness.

## ACCIDENT OR ILLNESS NON-JOB RELATED

To be eligible for Non-Industrial Disability Leave, an employee MUST be a member of the Public Employees Retirement System. Contact the Human Resources Office for further information.

## 7) PAY PERIODS, PAYDAY, PAYROLL DEADLINES

Below are the inclusive pay period dates, paydays and department deadlines when time vouchers are due in the Payroll Office. Reference SAM 8512.

Pay warrants are available on payday at the Cashiers Office, SBS Bldg, Rm 285. ID MUST be presented before warrant can be released.

|      | PAY PERIOD | INCLUSIVE DATES |         | VOUCHERS DUE IN PAYROLL FROM DEPT. |        | PAYDAY  |
|------|------------|-----------------|---------|------------------------------------|--------|---------|
| 2007 | JANUARY    | JAN 1           | JAN 30  | JAN 31                             | 5 P.M. | FEB 15  |
|      | FEBRUARY   | JAN 31          | FEB 28  | MAR 1                              | 5 P.M. | MAR 15  |
|      | MARCH      | MAR 1           | MAR 31  | APR 1                              | 5 P.M. | APR 16  |
|      | APRIL      | APR 1           | APR 30  | MAY 1                              | 5 P.M. | MAY 15  |
|      | MAY        | MAY 1           | MAY 30  | MAY 31                             | 5 P.M. | JUNE 15 |
|      | JUNE       | MAY 31          | JUNE 30 | JUNE 29                            | NOON   | JULY 16 |
|      | JULY       | JULY 1          | JULY 31 | AUG 1                              | 5 P.M. | AUG 15  |
|      | AUGUST     | AUG 1           | AUG 30  | AUG 31                             | 5 P.M. | SEP 14  |
|      | SEPTEMBER  | AUG 31          | SEP 30  | OCT 1                              | 5 P.M. | OCT 15  |
|      | OCTOBER    | OCT 1           | OCT 30  | OCT 31                             | 5 P.M. | NOV 15  |
|      | NOVEMBER   | OCT 31          | NOV 29  | NOV 30                             | 5 P.M. | DEC 14  |
|      | DECEMBER   | NOV 30          | DEC 31  | JAN 2                              | 5 P.M. | JAN 15  |

|      |           |         |         |         |        |         |
|------|-----------|---------|---------|---------|--------|---------|
| 2008 | JANUARY   | JAN 1   | JAN 30  | JAN 31  | 5 P.M. | FEB 15  |
|      | FEBRUARY  | JAN 31  | FEB 29  | MAR 1   | 5 P.M. | MAR 14  |
|      | MARCH     | MAR 1   | MAR 31  | APR 2   | 5 P.M. | APR 15  |
|      | APRIL     | APR 1   | APR 30  | MAY 1   | 5 P.M. | MAY 15  |
|      | MAY       | MAY 1   | MAY 31  | MAY 31  | 5 P.M. | JUNE 16 |
|      | JUNE      | JUNE 1  | JUNE 30 | JUNE 30 | NOON   | JULY 15 |
|      | JULY      | JULY 1  | JULY 30 | JULY 31 | 5 P.M. | AUG 15  |
|      | AUGUST    | JULY 31 | AUG 31  | SEP 1   | 5 P.M. | SEP 15  |
|      | SEPTEMBER | SEP 1   | SEP 30  | OCT 1   | 5 P.M. | OCT 15  |
|      | OCTOBER   | OCT 1   | OCT 30  | OCT 31  | 5 P.M. | NOV 14  |
|      | NOVEMBER  | OCT 31  | DEC 1   | DEC 2   | 5 P.M. | DEC 15  |
|      | DECEMBER  | DEC 2   | DEC 31  | JAN 2   | 5 P.M. | JAN 15  |

|      |          |        |         |         |        |         |
|------|----------|--------|---------|---------|--------|---------|
| 2009 | JANUARY  | JAN 1  | JAN 29  | JAN 30  | 5 P.M. | FEB 15  |
|      | FEBRUARY | JAN 30 | FEB 28  | MAR 2   | 5 P.M. | MAR 16  |
|      | MARCH    | MAR 1  | MAR 31  | APR 1   | 5 P.M. | APR 15  |
|      | APRIL    | APR 1  | APR 30  | MAY 1   | 5 P.M. | MAY 15  |
|      | MAY      | MAY 1  | MAY 31  | JUNE 1  | 5 P.M. | JUNE 15 |
|      | JUNE     | JUNE 1 | JUNE 30 | JUNE 30 | NOON   | JULY 15 |