

# Authorization and Timesheets Quick Sheet

## 1. Employees on Monthly Payroll

Employee Class and Class Code	Authorization Form	Submit to HR:	Submit to Payroll
<b>Academic Professional:</b> Full Time (EF), Part Time (EH)	<b>JAF-M</b>	One time only	Monthly Timesheets
<b>Administrative:</b> Full Time (AF), Part Time (AP)	<b>JAF-M</b>	One time only	Monthly Timesheets
<b>Classified:</b> Full Time (CF), Part Time (CP)	<b>JAF-M</b>	One time only	Monthly Timesheets
<b>Confidential:</b> Full Time (CO), Part Time (CH)	<b>JAF-M</b>	One time only	Monthly Timesheets
<b>Executive (EX)</b>	<b>JAF-M</b>	One time only	Monthly Timesheets
<b>Faculty Full-Time (FA)</b>	<b>JAF-M</b>	One time only	Monthly Timesheets

## 2. Employees on Bi-Weekly Payroll<sup>1</sup>

Employee Class and Class Code	Authorization Form	Submit to HR:	Submit Bi-Weekly Timesheets?
<b>Casual (CE)</b>	<b>JOB EPAF</b>	Every Fiscal Year	YES
<b>Student (SE) (Non-Work Study<sup>2</sup>)</b>	<b>JOB EPAF</b>	Every Fiscal Year (Must be enrolled in 6 Credits)	YES
<b>Part-Time Faculty (AJ)</b>	<b>See Below</b>	See Below	See Below

## 3. Part-Time Faculty Instructional Hours (Bi-Weekly Payroll)

Employee Class and Class Code	Type of Work	Authorization Form <sup>3</sup>	Submit to HR:	Submit Bi-Weekly Timesheets?
<b>Part-Time Faculty (AJ)</b>	Instructional Hours	<b>NWRINAS</b>	Every Term	NO

<sup>1</sup> Bi-Weekly positions need to be authorized every Fiscal Year and end in mid-June unless specified otherwise.

<sup>2</sup> Students on Work-Study Program (SW) are authorized by Financial Aid. Work-Study students submit timesheets.

<sup>3</sup> For Exceptional Pay rates, NWRINAS reports must be submitted to HRIS-group@pcc.edu with accompanying **Exceptional Pay Memo**

## 4. Part-Time Faculty Non-Instructional Hours (Bi-Weekly Payroll)

Employee Class and Class Code	Type of Work	Authorization Form <sup>4</sup>	Submit to HR:	Submit Bi-Weekly Timesheets?
Part-Time Faculty (AJ)	Librarian (1 Term Job) Counseling (1 Term Job) Tutoring (1Term Job)	<b>JOB EPAF</b>	By Authorization Due in HR date for first pay period. <b>Authorizes one term only.</b>	YES
Part-Time Faculty (AJ)	Substitute	<b>JOB EPAF</b>	<i>Within</i> the same Pay Period the substitution takes place	NO
Part-Time Faculty (AJ)	Participation (i.e. In-Service)	<b>JOB EPAF</b>	<i>Within</i> the same Pay Period the participation takes place	NO
Part-Time Faculty (AJ)	Special Projects – <i>More than One Day of Work</i>	<b>JOB EPAF</b>	By Authorization Due to HR date for first pay period. <b>Authorize each Project separately.</b>	YES
Part-Time Faculty (AJ)	Special Projects – <i>Less than One Day of Work</i>	<b>MAP</b>	By Authorization Due to HR date for pay period	NO
Part-Time Faculty (AJ)	Curriculum Development	<b>MAP</b>	By Authorization Due to HR date for pay period	YES for 2 or more BW pay periods <hr/> NO for one-time pay
Part-Time Faculty (AJ)	Faculty Department Chair	<b>MAP</b>	By Authorization Due to HR date for first pay period of project. <b>Authorizes Fall Term – Summer Term (24 BW)</b>	NO
Part-Time Faculty (AJ)	Faculty Assessments	<b>MAP</b>	By Authorization Due to HR date for pay period	NO
Part-Time Faculty (AJ)	CO-OP / Practicum	<b>MAP</b>	After CO-OP or Practicum is complete	NO
Part-Time Faculty (AJ)	Cancellation BW Job (Non-Instructional)	<b>MAP</b>	As Needed	N/A
Part-Time Faculty (AJ)	Other <sup>5</sup>	<b>MAP</b>	By Authorization Due to HR date for pay period	Varies depending on Job
Part-Time Faculty (AJ)	Cancellation Instructional Pay – All or Partial Pay	<b>eAUTH</b>	Before next Authorization Due to HR after cancellation	N/A

<sup>4</sup> For Exceptional Pay Rates to any of the Non-Instructional type work above, a **MAP** must be submitted to HR with accompanying **Exceptional Pay Memo**. A **MAP** must replace an **EPAF** to authorize a job in this scenario.

<sup>5</sup> For other types of work, check with HRIS prior to submission.

