



# RanchoTIME

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## INSTRUCTIONAL GUIDE

**Classified, Management, Supervisory,  
Administrative, and Confidential**

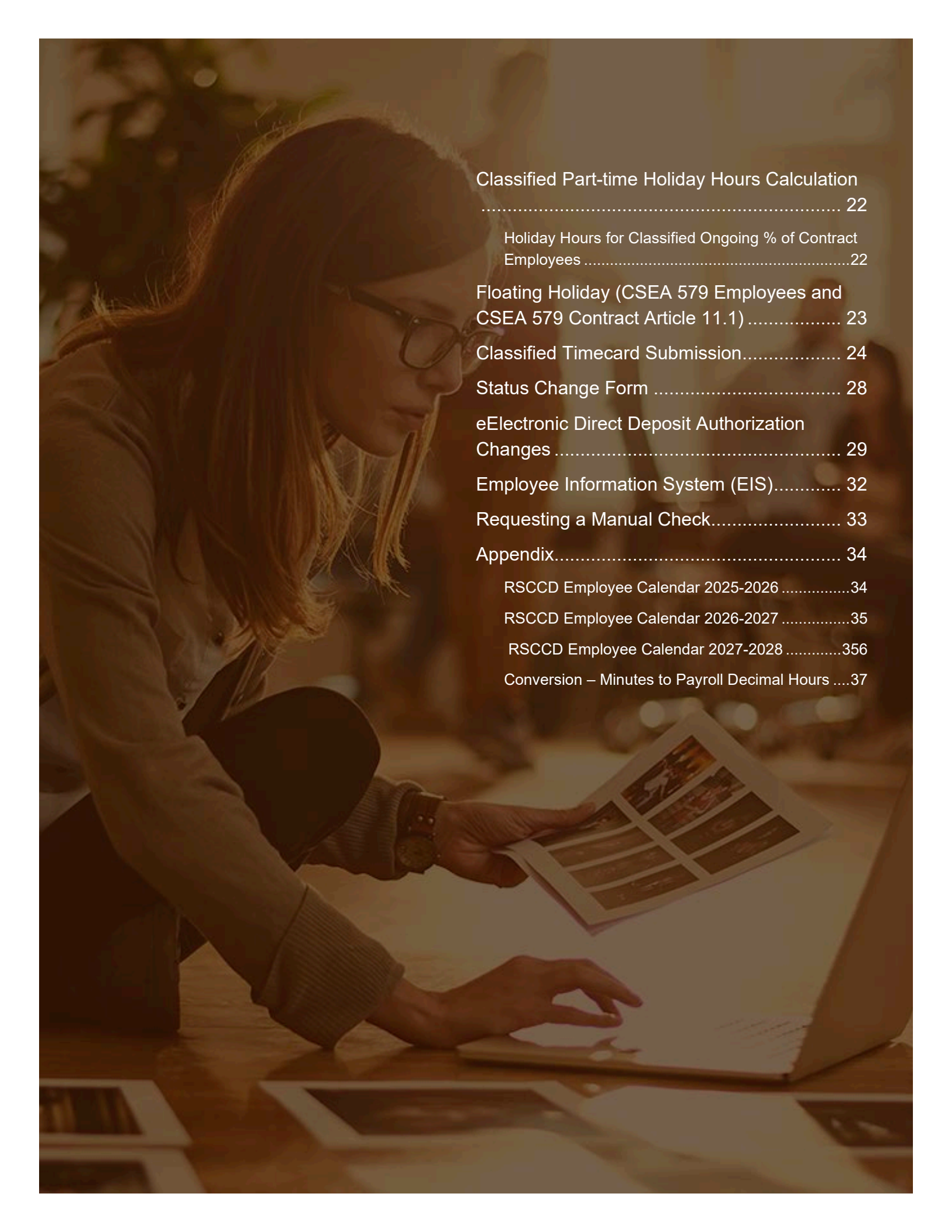
*Rancho Santiago Community  
College District*



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# Introduction

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This manual is provided as a resource guide for payroll reporting, time and attendance, and leave of absence accounting for Rancho Santiago Community College District employees. It is not intended to interpret CSEA 579, CSEA 888, FARSCCD, or the CEFA bargaining unit contracts (MOU's), administrative educational codes, RSCCD board policies, nor any federal and state regulations governing wage and hour laws. The manual must be referenced in conjunction with all appropriate contracts and published policy language. Please consult with the Human Resources Department regarding the eligibility and qualifications of the various leave of absences offered by the district.

This manual also contains timekeeper's instructions, roles, and responsibilities for reporting absences.

Included in this manual, are instructions for employees to register with the Employee Information System (EIS) where employees can view and/or print paystubs, W-2's, and review any applicable leave balances.

## Payroll FAQ's

<https://www.rsccd.edu/Departments/Payroll/Documents/rsccd-payroll-manual-faq1.pdf>

# Payroll Department Contacts

Office Hours: 7:30 AM – 5:00 PM Monday – Friday

Payroll Department		(714) 480-7526
<b>Payroll Manager</b>	Nancy Tanner	(714) 480-7520
<b>Academic Payroll</b> <b>Full-time, Part-time, Hourly - A-J</b>	Sherri Basham Sr. Payroll Specialist	(714) 480-7523
<b>Academic Payroll</b> <b>Full-time, Part-time, Hourly – K-M</b> <b>Classified Payroll</b> <b>Full-time, Part-time, Hourly</b>	Jonathan Antonio Sr. Payroll Specialist	(714) 480-7403
<b>Academic Payroll</b> <b>Full-time, Part-time, Hourly - N-Z</b>	Maureen Johnson Payroll Specialist	(714) 480-7525
<b>Classified Payroll</b> <b>Full-time, Ongoing, Short-term &amp; Students A – L</b>	Dana Ericson Sr. Payroll Specialist	(714) 480-7521
<b>Classified Payroll</b> <b>Full-time, Ongoing, Short-term &amp; Students M – Z</b>	Fabiola Ceja Payroll Specialist	(714) 480-7524
<b>General Inquiries</b>		(714) 480-7522

# Employee Types

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The below list shows the different types of employees we have at RSCCD.

- Administrators
- Managers/Supervisors
- Confidential
- Classified Full-Time 261 days
- Classified Part-Time % of Contract On-Going (up to 19 hours per week)
- Classified Hourly Part-Time
- Classified Substitute
- Student Workers

### Classified Pay Schedule

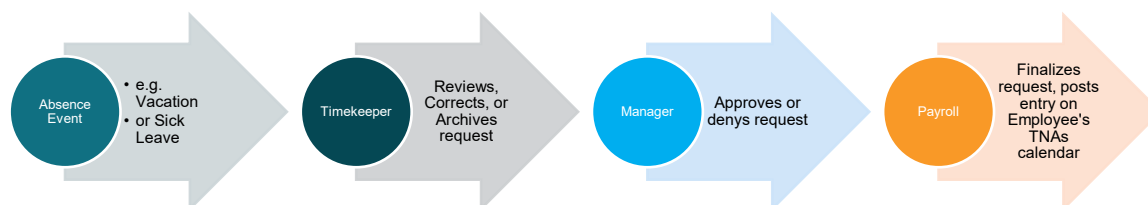
Pay Date	Pay Period	Pay #
July 25		01M
August 10	7/1-7/31 6/11-7/10	01B
August 25		02M
September 10	8/1-8/31 7/11-8/10	02B
September 25		03M
October 10	9/1-9/31 8/11-9/10	03B
October 25		04M
November 10	10/1-10/31 9/11-10/10	04B
November 25		05M
December 10	11/1-11/31 10/11-11/10	05B
December 25		06M
January 10	12/1-12/31 11/11-12/10	06B
January 25		07M
February 10	01/01-01/31 12/11-01/10	07B
February 25		08M
March 10	2/1-2/28 1/11-2/10	08B
March 25		09M
April 10	3/1-3/31 2/11-3/10	09B
April 25		10M
May 10	4/1-4/30 3/11-4/10	10B
May 25		11M
June 10	5/1-5/31 4/11-5/10	11B
June 25		12M
July 10	6/1-6/30 5/11-6/10	12B

Classified 2025-2026 Fiscal Year (July-June)			
Payroll	Pay Period	Timecard & Overtime Due Date	Pay Date
1B	06/11-06/30	06/26/2025	08/08/2025
1B	07/01-07/10	07/15/2025	08/08/2025
2B	07/11-08/10	08/14/2025	09/10/2025
3B	08/11-09/10	09/15/2025	10/10/2025
4B	09/11-10/10	10/15/2025	11/10/2025
5B	10/11-11/10	11/14/2025	12/10/2025
6B	11/11-12/10	12/15/2025	01/09/2026
7B	12/11-01/10	01/15/2026	02/10/2026
8B	01/11-02/10	02/13/2026	03/10/2026
9B	02/11-03/10	03/13/2026	04/10/2026
10B	03/11-04/10	04/16/2026	05/08/2026
11B	04/11-05/10	05/15/2026	06/10/2026
12B	05/11-06/10	06/12/2026	07/10/2026

Absence Forms; Status Change Forms; Terminations; Account Changes 2025-2026 Fiscal Year (July-June)		
Pay Period	Due Date	Pay Date
07/01-07/30	07/15/2025	08/08/2025
08/01-08/31	08/14/2025	09/10/2025
09/01-09/30	09/15/2025	10/10/2025
10/01-10/31	10/15/2025	11/10/2025
11/01-11/30	11/14/2025	12/10/2025
12/01-12/31	12/15/2025	01/09/2026
01/01-01/31	01/15/2026	02/10/2026
02/01-02/28	02/13/2026	03/10/2026
03/01-03/31	03/13/2026	04/10/2026
04/01-04/30	04/16/2026	05/08/2026
05/01-05/31	05/15/2026	06/10/2026
06/01-06/30	06/12/2026	07/10/2026

## Reporting Absences

All absences must be reported using the Absence eForm link in *Self-Service*.



Each department has a designated reviewer, known as a Timekeeper. In addition, each employee has a designated approver, generally a manager, who is responsible for certifying their absences. Absence requests are automatically forwarded to the department's Timekeeper for initial approval. Timekeepers are responsible for monitoring their queues using Perceptive Content. At this point, the Timekeeper/Approver should review the submitted absence form and ensure that it is properly formatted and that it includes the correct information (e.g. proper code usage, correct day(s) of the week requested, proper formatting of hours as HH:MM not percentages, etc.). Should the absence form require any corrections, it is strongly recommended that the Timekeeper/Approver make the necessary change(s) and then insert a comment describing the nature of the change made and click "Add Comment."

The Manager and Timekeeper have the ability to enter time on behalf of an employee if necessary. The system generates an e-mail notification to the employee whenever an absence card is approved or denied by the Manager and Payroll.

### Payroll Corrections

On occasion, Payroll may return an absence card to the Timekeeper's or Supervisor's queue. The Payroll Specialist will include a comment explaining the reason for the card's rejection; the absence card will need to be corrected or additional information will need to be provided before it can be resubmitted for processing.

### Attachments and Comments

Attachments may include jury duty summons, doctor's notes, and leave of absence applications. The comments box can also be used by the Employee, Timekeeper, and/or Manager to facilitate the exchange of information about the absence being submitted.

### Archiving function

Timekeepers and Managers have the ability to archive a request. The archive function removes the card from the workflow, the card will not be posted by Payroll and will remain in the employee's file as unprocessed. It *will not* be posted on the employee's time and attendance calendar. The archive function can be used to remove cards that have been submitted in error. Please note that the archive option is available to *Image Now* users, but unavailable to *Perceptive Experience* users.

To archive a request, click on the following icon in Perceptive Content.



### Cancelling a request

To cancel a request already submitted to Payroll, the employee will need to resubmit a new absence card. The new card should include the dates and times that the employee wishes to cancel. For example, to cancel a request for 7/1/2021, the employee will need to submit a new request, enter the absence code, date, and enter the time requested as 00:00. A comment should also be included to clarify the transaction.

## ABSENCE CODES

The following codes are available for selection when submitting an absence card. *Code availability will depend on the employee classification and collective bargaining agreement.*

### MDA – Medical / Dental Appointment

Sick leave may be used for employee visits to medical doctors, dentists, optometrists, oculists, chiropractors, chiropractors, psychiatrists, and Christian Science practitioners. Upon approval of the immediate administrator, such leave shall be reasonably scheduled as to not interfere with the operations of the District and shall be of reasonable duration. Code MDA does not have an annual limit.

### PRN – Personal Necessity

Employees may be granted a maximum of 7 days (56.00 hours for Full-Time Classified employees) leave of absence in any school year without loss of pay in cases of personal necessity. Such leave shall be deducted from the employee's accumulated sick leave. Personal necessity leave may include serious illness, accidents involving property damage, court appearances as litigant or witness, or compelling personal importance (2 days). Please consult appropriate collective bargaining agreement for additional information regarding eligibility.

## JDL – Judicial Leave

An employee called for jury duty or as a witness in the manner provided by law, except when called as a witness adverse to the district or as a party in an action against the district, employees shall be granted leave of absence without loss of pay for the time required to perform jury duty or act as a witness during the employee's regular assigned working hours. Complete an absence card showing the dates and hours the employee is out on jury duty. Include a copy of the jury certification slip and a copy of the court summons. Please refer to your Collective Bargaining Agreements for additional information.

## BRL – Bereavement Leave per bargaining unit contract language

### CSEA 579

Unit employees shall be granted, without loss of salary or other benefits, five (5) days leave of absence due to the death of the employee's spouse, parent, or child.

### IMMEDIATE FAMILY: Per bargaining unit contract language

**CSEA 579:** Blood, step and foster relatives limited to the parent, grandparent, grandchild, spouse, child, sibling, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, of the employee or his/her spouse or any person living in the employee's household excluding strictly landlord/tenant relationships.

### **ADMINISTRATORS, MANAGER/SUPERVISORS, CONFIDENTIALS:**

Blood, step and foster relative limited to the mother, father, grandmother, grandfather, or grandchild, spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, or any relative living in the immediate household of the employee. Exceptions may be approved by the chancellor.

## BTT – Bereavement travel time per bargaining unit contract language

### Travel Time Eligibility

CSEA 579	200 miles one direction immediate family
ADMINISTRATORS	Out of State or exceeds 400 miles one way
MANAGERS/SUPERVISORS	Out of State or exceeds 400 miles one way
CONFIDENTIAL	Out of State or exceeds 400 miles one way

In the comments section please indicate the relationship of the deceased and/or the miles/state to which you traveled.

## FCL – Family Care Leave

Effective January 1, 2000 employees may use 6 days of paid sick leave to care for an ill child, parent, or spouse of the employee. “The minimum amount of accrued sick leave which may be used shall not be less than that amount of sick leave that would have been accrued during six months.”

Complete an absence card using the Code, “FCL” and indicate in the comments area FAMILY CARE LEAVE, and the relationship to the ill family member.

## Leave of Absence

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Leaves vary by collective bargaining agreements, as each contract has different definitions and eligibility requirements for the utilization of an extended leave of absence. However, there are certain leaves that follow basic federal and state rules, these types of leaves include pregnancy and disability, maternity and parental bonding, and the Family Medical Leave Act.

These leaves **MUST** be initiated through the Human Resources department. Employees will be responsible for submitting all appropriate forms including doctor's notes to Human Resources. Employees will also be required to submit **ALL** absence requests for the duration of the leave via *Self-Service*. Failure to do so will result in overpayments.

Electronic forms and additional information can be retrieved via the following link:

<https://intranet.rscdd.edu/HumanResources/Pages/DOCUMENTS-and-FORMS.aspx>

[Leave of Absence Application](#)

[Parental Leave Request Form](#)

[Parental Leave FAQs](#)

[Family Leave Form](#)

[Family Medical Leave Procedure](#)

[Family Medical Leave Documentation: Employee's Serious Health Condition or Pregnancy-Related Disability](#)

Human Resources: 714-480-7483

## Leave Eligibility Chart

RSCCD		Holiday Pay	Vacation	Sick Leave	Personal Necessity Charged to Sick Leave	Family Care Leave Charged to Sick Leave	Extended Sick Leave @ 80% Pay (100 days maximum)	Bereavement Leave	Jury Duty	W/C Leave	
C L A S S I F I E D	Administrator	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Manager & Supervisor	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Confidential	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Part Time % of contract	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Part Time hourly	✓	✓	✓	✓	✓	✓	✓	✓	✓	
	Short Term			✓							
	Substitute			✓							
	Student Worker			✓							
	Miscellaneous hourly			✓							

## Annual Sick Leave Accruals

<b>Classified</b>			
The full annual amount of sick leave is advanced on July 1 <sup>st</sup> of each fiscal year.			
<b>Full-time</b>	<b>12-month Employee</b>	<b>11-month Employee</b>	<b>10-month Employee</b>
<b>Administrators</b>	1 day (8.00 hours/month) 12 days (96.00 hours/fiscal year)		
<b>Managers/Supervisors</b>	1 day (8.00 hours/month) 12 days (96.00 hours/fiscal year)		
<b>Confidential</b>	1 day (8.00 hours/month) 12 days (96.00 hours/fiscal year)		
<b>Classified CSEA</b>	1 day (8.00 hours/month) 12 days (96.00 hours/fiscal year)	1 day (8.00 hours/month) 11 days (88.00 hours/fiscal year)	1 day (8.00 hours/month) 10 days (80.00 hours/fiscal year)
<b>Part-time</b>	For %-of-Contract employees, the sick leave is given at the beginning of the fiscal year. For hourly employees, the sick leave is accrued each month, and cannot be used prior to the month it is accrued.		
<b>Hourly On-going &amp; % of Contract</b>	8.00 hours for every 174.00 hours worked; 0.0459 hours for 1.00 hour worked		
<b>%-of-Contract</b>	8.00 hours * % of contract		
<b>Short Term / Misc. / Student Workers</b>	S.B. 616 1.00 hour for every 40.00 hours worked 80.00 hour annual maximum accrual Carry-over is limited to 40 hours (5 days) May only use 40 hours (5 days)		

# Classified Employee's Sick Leave for All 50%-Full-time Contract (Includes Classified Administrators, Manager/Supervisors, Confidential and CSEA 579)

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## SICK LEAVE

- A full-time employee shall be entitled to 12 days @ 8.00 hours per day, 96.00 hours total of sick leave per fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). An employee hired for less than 100% contract, for example 75%, will be entitled to 75% of the 96.00 hours per year, 72.00 hours of sick leave. *(Ed. Code 88191)*
- The sick leave is credited at the beginning of each fiscal year on July 1st or at the start of the assignment. For example: Hire date = September 10th. Sick leave posting will be September 10<sup>th</sup>.
- New employees of the District shall not be entitled to take more than six (6) days, or the proportionate amount to which they are entitled under the policy, until the completion of six (6) complete months of active service with the District. *(Ed Code 88191)*
- Sick leave is accumulated from year to year; any unused sick leave is creditable toward service credit at time of retirement with CalPERS. 250 days of sick leave (2,000 hours) = One (1) year of service credit.
- Sick leave may also be transferred from another K-12 school district or CA Community College according to Education Codes: 44979, 88202, 87782, 87783, and 87785. Contact Human Resources for the proper documentation and procedure.
- All use of sick leave shall be reported using the Absence eForm Link in Self-Service.
- If an employee will be out for an extended period of time, the employee must submit a doctor's note to the Human Resources department and submit absence cards for the duration of the absence. Do not wait until the employee returns to submit the absence cards. Failure to submit the absence form in a timely manner will result in overpayment. The employee does not need to sign the absence form as long as it has been signed by the appropriate administrator/manager.

## Classified Part-Time Sick Leave for Ongoing (19 hours/week or less)

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**PERCENT OF CONTRACT:** All part-time percent of contract employees shall be entitled to 8.00 hours per month multiplied by the percent of contract they are assigned to work. (*Ed. Code 88191*)

Example: 19.00 hours per week = 47.5% contract (19.00 hours /40.00 full-time hours per week)  
8.00 hours \* 47.5% = 3.80 hours per month (3:48, three hours, forty-eight minutes)

**HOURLY REPORTING:** Sick Leave shall be accrued based on the number of hours worked each pay period multiplied by 8.00 divided by 174.00

Example: A 19.00 hours per week employee working 80.00 hours in a pay period:

$$80.00 * 8.00 = \frac{640}{174} = 3.68 \text{ hours of sick leave accrued}$$

- Sick leave must be accrued before it can be used.
- New employees of the District shall not be entitled to take more than six (6) days, or the proportionate amount to which they are entitled under the policy, until the completion of six (6) complete months of active service with the District. (*Ed Code 88191 and CSEA 579 Contract, page 23, article 10.6.4*).
- Sick leave is accumulated from year to year; any unused sick leave is creditable toward service credit at time of retirement with CalPERS. 250 days of sick leave (2,000 hours) = One (1) year of service credit.
- Sick leave may also be transferred from another K-12 school district or CA Community College according to Education Codes: 44979, 88202, 87782, 87783, and 87785. Contact Human Resources for the proper documentation and procedure.
- All use of sick leave shall be reported using the Absence eForm Link in Self-Service.
- If an employee will be out for an extended period of time, the employee must submit a doctor's note to the Human Resources department and submit absence cards for the duration of the absence. Do not wait until the employee returns to submit the absence cards. Failure to submit absence card in a timely manner will result in overpayment. The employee does not need to sign the absence card as long as the card has been signed by the appropriate administrator/manager.

## Extended Sick Leave @ 50%

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An employee whose sick leave, including current and accrued, has exhausted, and where the total of such sick leave used in a given fiscal year is less than one-hundred (100) working days, shall be entitled to and be compensated at fifty percent (50%) of his/her daily rate for the balance of one hundred (100) days.

DOCTOR'S STATEMENT: per bargaining unit contract language

**CSEA 579:** A unit employee shall be required to present a doctor's statement stating the nature of the illness or injury and the date the employee is able to return to full time service to qualify for this extended leave benefit. (Article 10.7.2)

# Workers' Compensation – Industrial Accident or Illness

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- Notify the Payroll department as soon as an employee is absent due to an Industrial Accident. Complete the appropriate absence card and forward it to Payroll at the regularly scheduled, published monthly due date. Do not wait until the employee has signed the card before forwarding it to Payroll. Make sure the Administrator/Manager's signature is completed.
- Industrial Accident Leave/Pay must be approved by our current Workers' Compensation carrier. Therefore, until we have the proper approval, the employee may have to use other types of leaves such as sick leave, vacation, comp. time, etc.
- Indicate on the absence card what type of illness/injury has occurred (e.g., "back", "shoulder", "broken leg"). If you have any questions about how to report the absence, please contact Payroll for clarification.
- The current CSEA contract gives employees the option of using compensatory time and vacation before using 50% Extended Sick Leave if they are on an extended industrial accident leave.
- For specific information regarding Industrial Accident or Illness Leave, please review the bargaining unit contracts:  
CSEA 888, Article 3.5.1-3.5.7  
CSEA 579, Article 10.5.1 - 10.5.9,  
FARSCCD, Article 4.6.1 - 4.6.5,  
ADMINISTRATORS, Board Policy 4510  
SUPERVISORS and CONFIDENTIAL, Board Policy 4406, or contact our Risk Management office.
- For additional information regarding the payroll reporting of an industrial accident (academic or classified), contact Nancy Tanner at extension 7523 or [Tanner\\_Nancy@rscdd.edu](mailto:Tanner_Nancy@rscdd.edu)

PLEASE REFER TO [RSCCD INJURY & ILLNESS PREVENTION PROGRAM \(IIPP\)](#)  
[WEBSITE FOR OTHER REPORTING REQUIREMENTS](#)

Don Maus, Workplace Safety & Risk Management  
[maus\\_donald@rscdd.edu](mailto:maus_donald@rscdd.edu) 714-480-7330

# Annual Vacation Accruals

Classified			
Vacation must be accrued before it can be used. Vacation accrued one month cannot be used until the first day of the following month.			
Full-time	12-month Employee	11-month Employee	10-month Employee
Administrators	2.25 days (18.00 hours/month) 27 days (216.00 hours/fiscal year) 54.00 days (432.00 hours) allowable carryover		
Managers/Supervisors	2.25 days (18.00 hours/month) 27 days (216.00 hours/fiscal year) 54.00 days (432.00 hours) allowable carryover		
Confidential	2.25 days (18.00 hours/month) 27 days (216.00 hours/fiscal year) 54.00 days (432.00 hours) allowable carryover		
Classified CSEA 0-5 years of employment (0-60 months)	1 day (8.00 hours/month) 12 days (96.00 hours/fiscal year) 54.00 days (432.00 hours) allowable carryover	1 day (8.00 hours/month) 11 days (88.00 hours/fiscal year) 48.00 days (384.00 hours) allowable carryover	1 day (8.00 hours/month) 10 days (80.00 hours/fiscal year) 48.00 days (384.00 hours) allowable carryover
Classified CSEA +5-10 years of employment (61-119 months)	1.5 day (12.00 hours/month) 18 days (144.00 hours/fiscal year) 54.00 days (432.00 hours) allowable carryover	1.5 day (12.00 hours/month) 16.5 days (132.00 hours/fiscal year) 48.00 days (384.00 hours) allowable carryover	1.5 day (12.00 hours/month) 15 days (120.00 hours/fiscal year) 48.00 days (384.00 hours) allowable carryover
Classified CSEA +10 years of employment (120 < months)	2 days (16.00 hours/month) 24 days (192.00 hours/fiscal year) 54.00 days (432.00 hours) allowable carryover	2 days (16.00 hours/month) 22 days (176.00 hours/fiscal year) 48.00 days (384.00 hours) allowable carryover	2 days (16.00 hours/month) 20 days (160.00 hours/fiscal year) 48.00 days (384.00 hours) allowable carryover
Part-time	Vacation must be accrued before it can be used. Vacation accrued one month cannot be used until the first day of the following month.		
Hourly On-going & % of Contract	<b>0-5 years:</b> 8.00 hours for every 174.00 hours worked; 0.0459 hours for 1.00 hour worked <b>5-10 years:</b> 12.00 hours for every 174.00 hours worked; 0.0689 hours for 1.00 hour worked <b>+10 years:</b> 16.00 hours for every 174.00 hours worked; 0.0919 hours for 1.00 hour worked		

## Classified Employee's Vacation Leave for All 50% - Full-time Contract (Includes Classified Administrators, Manager/Supervisors, Confidential, and CSEA 579)

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**CSEA:** Vacation leave shall be accrued at a rate of 8 hours per month worked for the first 60 months of service. Vacation Leave must be accrued before it can be used. Vacation accrued one month cannot be used until the first day of the following month.

- Vacation Rates:

Zero - 60 months of service = 1 day per month = 8.00 hours

61 - 120 months of service = 1.50 days per month = 12.00 hours

121+ months of service = 2.00 days per month = 16.00 hours

- A full-time employee may accumulate up to 54 days of vacation at the end of a fiscal year. (See CSEA contract)
  - As of July 1, 2022, CSEA 579 employees will not accrue vacation hours once their vacation balance reaches 432 hours.

**ADMINISTRATORS, MANAGERS, SUPERVISORS AND CONFIDENTIAL:** Vacation leave shall be accrued at a rate of 2.25 days (18.00 hours) per month, 27.00 days per fiscal year. Vacation must be accrued before it can be used. Vacation accrued one month cannot be used until the first day of the following month.

- Administrators, Managers/Supervisors and Confidential employees shall not accrue vacation days beyond fifty-four (54) days (432 hours). (Admin Regs AR7340.2).

### GENERAL INFORMATION

- If a vacation period crosses different months (e.g. Feb. 26-March 3), report each month on separate request. (i.e. Feb. 26-28 on one form and March 1-3 on a second form).
- All vacation leaves shall be reported via electronic absence request form in Self-Service. The space for comments are optional information to be used by the employee and the supervisor, and are not required by Payroll.

## Classified Part-time Sick Leave for Ongoing (19 hours/week or less)

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Vacation shall be accrued based on the number of hours worked per pay period multiplied by 8 and divided by 174.

Example: A 19-hours per week employee works 84 hours in one pay period  
 $84 * 8 = \underline{672}$   
 $174 = 3.86$  hours of vacation accrued

- Vacation must be accrued before it can be used. Vacation accrued one month cannot be used until the first day of the following month.
- Part-time employees may accrue a maximum of 57 hours of vacation.
  - Effective July 1, 2022, CSEA 579 part-time employees will not accrue vacation hours over the 57 hour cap.
- If any vacation crosses different months (e.g., Feb. 26-March 3), please report each month on separate requests (i.e., Feb. 26-28 on one form and March 1-3 on a second form).
- All part-time employees' Vacation Leave shall be reported via Electronic Absence Request forms via Self-Service.
- The vacation hours must also be reported on the Classified Hourly Electronic Time Cards.

## Holiday Pay and Work Schedule for Full-time Classified Employees Working the 9/80 or 4/40 Schedule

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All employees who work the 9/80 or 4/40 work schedule may require special reporting when a holiday occurs.

- When a holiday occurs, a full-time employee is entitled to eight (8) hours of holiday time and pay for each holiday. If the employee is scheduled to work either nine (9) or ten (10) hours that day, the employee owes the district one (1) or two (2) hours of work, compensatory time or earned vacation, respectively.
- If the holiday falls on the employee's non-working day, the employee is entitled to eight (8) hours of time off on another day, or be paid eight (8) hours of overtime pay if required to work.

# Holiday Pay for Hourly Ongoing Employees on Timecards

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Hourly on-going employees entitled to holiday pay shall be paid the holiday by one of the following methods.

- Employees **who would have worked the holiday** shall receive compensation in the amount to which the employee would have been entitled had the employee worked that day. (See examples B & E, page 5 - 24 & 5 - 25).
- Employees **who work the day before OR the day after** the holiday shall receive compensation based on the hours worked the day before or the day after. (See examples C & D, Page 5 - 24 & 5 - 25).
- Employees **who work the day before AND the day after** the holiday shall receive compensation based on a pro-rated average of the two days. (See examples A & D, Pages 5 - 24 & 5 - 25).

On-going Flexible Schedule is available for the following positions ONLY:

Instructional Assistant

Interpreter

Learning Facilitator

Lifeguards

## Classified Part-time Holiday Hours Calculation

Holiday Hours for Classified Ongoing % of Contract Employees					
% of Contract	Hours Worked Per Week	Hours Required to Work with 1 Holiday in the Week	HOLIDAY PAY HOURS	Hours Required to Work with 2 Holidays in the Week	HOLIDAY PAY HOURS
<b>47.50%</b>	19.00	15.20	3.8	11.40	7.6
<b>45.00%</b>	18.00	14.40	3.6	10.80	7.2
<b>42.50%</b>	17.00	13.60	3.4	10.20	6.8
<b>40.00%</b>	16.00	12.80	3.2	9.60	6.4
<b>37.50%</b>	15.00	12.00	3.0	9.00	6.0
<b>35.00%</b>	14.00	11.20	2.8	8.40	5.6
<b>32.50%</b>	13.00	10.40	2.6	7.80	5.2
<b>30.00%</b>	12.00	9.60	2.4	7.20	4.8
<b>27.50%</b>	11.00	8.80	2.2	6.60	4.4
<b>25.00%</b>	10.00	8.00	2.0	6.00	4.0
<b>22.50%</b>	9.00	7.20	1.8	5.40	3.6
<b>20.00%</b>	8.00	6.40	1.6	4.80	3.2
<b>17.50%</b>	7.00	5.60	1.4	4.20	2.8
<b>15.00%</b>	6.00	4.80	1.2	3.60	2.4
<b>12.50%</b>	5.00	4.00	1.0	3.00	2.0
<b>10.00%</b>	4.00	3.20	0.8	2.40	1.6

## Floating Holiday

### (CSEA 579 Employees and CSEA 579 Contract Article 11.1)

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CSEA contract article 11.8 states: Additional Holiday: Every day declared by the President or Governor of this state as a public fast, mourning, thanksgiving, or holiday, or any day declared a holiday by the governing board shall be a paid holiday for all unit employees.

If the holiday is given as a Floating Holiday, please complete an absence form and use the code FHD.

If the employees are working the 4/40, 9/80 or 36/4 schedule, a vacation form for the additional 1 or 2 hours must be submitted, or the employee must use comp time or excused absence without pay (CSEA contract Article 11.1).

If the employee is assigned 19 hours or less, reference Page 28 for the amount of holiday hours to which they are entitled.

# Classified Timecard Submission

**Effective 01/03/2023 Self-Service must be used to report:**

- Absences (All STAFF)
- Hours worked (Classified only)

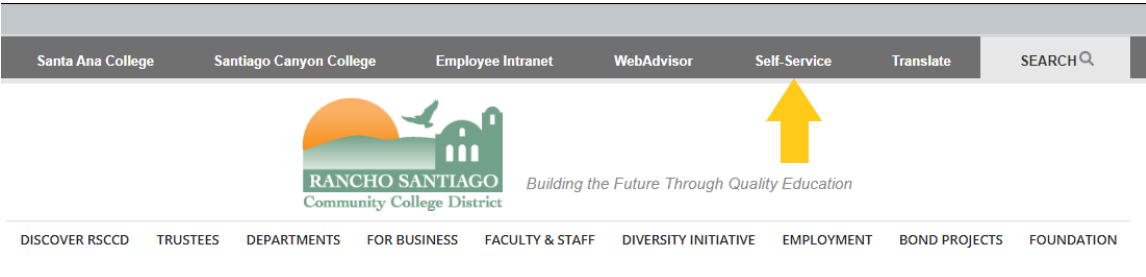
Self Service can be found via the menu bar at the following locations.

[Rancho Santiago Community College District \(rscsd.edu\)](http://rscsd.edu)

[WebAdvisor & Self-Service \(sac.edu\)](http://sac.edu)

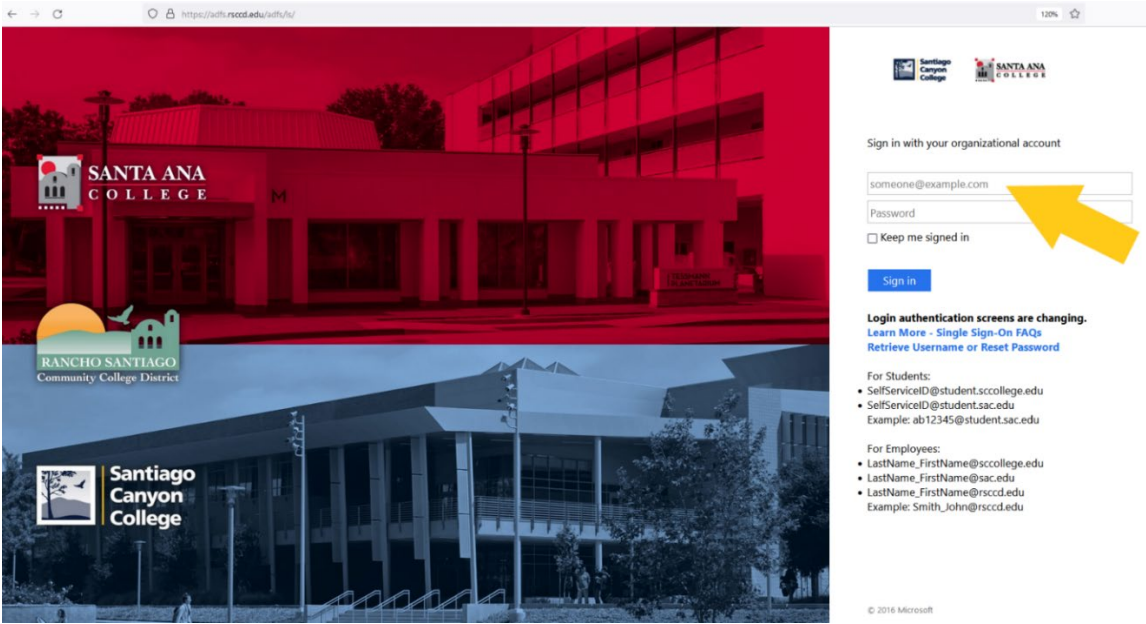
[Santiago Canyon College \(sccollege.edu\)](http://sccollege.edu)

*For example:*

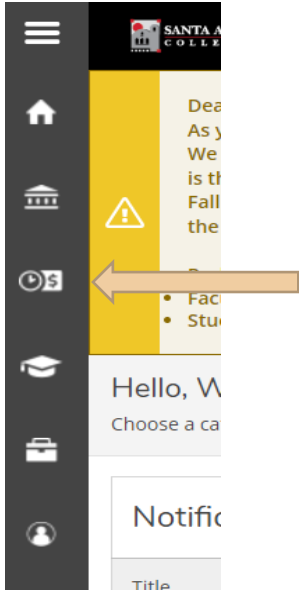


Provide your login credentials when prompted.

**Your login information to Self Service will be the same as it was for WebAdvisor**



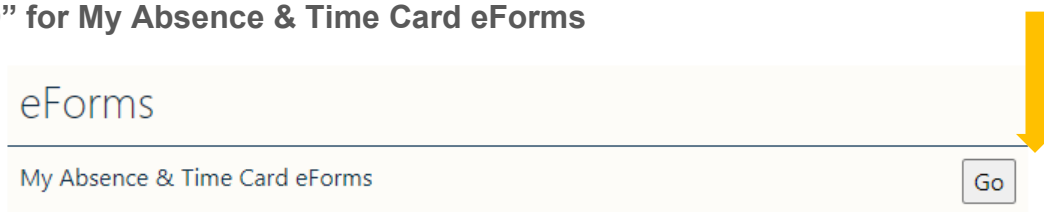
Once you log in to Self Service, click on the “Employment” icon on the left side of the screen.



Scroll to Employee eForms and select



Click “GO” for My Absence & Time Card eForms



**Select Absence Form or Timecard from the dropdown menu and click Continue**

**Complete the appropriate form and submit.**

**Please call Payroll with any questions: 714-480-7526**

- Locate the appropriate position you would like to report hours for, then click on the **Select Supervisor** link located at the far right of the page.

**Classified Positions**  
Please click on the **eForm** link to the left of the position that you want to report your time.

**Note:** Only use **Select Supervisor** link if there is no **eForm** link or the supervisor name is incorrect.

Link	Position	Pos Title	Pay Rate	Start Date	Div Location	Division	Supervisor	Supv List
				02/10/2020	DO	5FIS - DO Business, Opertns, & Fiscal Svc		Select Supervisor

- Once the correct Supervisor has been located from the list of Manager/Supervisors, click **eFORM** to generate the timecard and begin entering hours.

Pay period runs from the 11th of one month through the 10th of the next month; and is paid on the 10th of the following month, for example 01/11 – 2/10 to be paid on 3/10. Schedule available on page 6.

- Enter total hours worked for each day in HH:MM format, make sure to include lunch minutes if lunch is taken. A meal period of at least 00:30 minutes is required for any shift in excess of 6.00 hours.
- Use a separate Position ID for each type of assignment worked, click the Add Position button to add additional assignments.
- Sign and submit the form.

## REPORTING OVERTIME OR COMPENSATORY TIME

- Once logged in to *Self-Service*, the timecard form can be accessed and completed by clicking the **Timecard, overtime, and/or Comptime eForm Link**.
- Locate the appropriate position you would like to report overtime or compensatory hours for, then click on the **Select Supervisor** link located at the far right of the page.
- Once the correct Supervisor has been selected from the list of Manager/Supervisors, click **eFORM** to generate the overtime/comp card and begin entering hours.
- Select appropriate job category, Part-time Classified or Full-time Classified.
- Select **Overtime – Paid** or **Overtime – Compensatory Time**, enter dates and times for work performed, time in and time out must be in the following format HH:MM, enter lunch minutes if applicable.
- Sign and submit form.

## TIMEKEEPER OVERTIME/COMP CARD PROCESSING GUIDELINES

### Timekeeper Overtime/Comp Card Processing Guidelines

- ▶ Routing of card follows the same rules as Absence cards
- ▶ Full-Time EE, % of Contract Part-Time EE Pay Period: (1<sup>st</sup> of month to 31<sup>st</sup> of month)
- ▶ Hourly Part-Time EE Pay Period: (11<sup>th</sup> to 10<sup>th</sup> of month)
- ▶ Overtime/Comp card deadline: **20<sup>th</sup>** of each month to be paid in current pay period
- ▶ **NO** account number is required for compensatory time off submissions
- ▶ See CSEA contract, Article 14.2 regarding overtime regulations
- ▶ Short-term and substitute employees will only be subject to overtime pay for work in excess of 40 hours in a calendar week
- ▶ A valid OVERTIME account must be provided, accounts not ending in object code **-XX50** will be returned to department for correction

# Status Change Form

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Human Resources is responsible for approving all submitted changes of status. For Payroll purposes, it is important to consider the following deadlines to ensure the timely processing of all terminations, account changes, new hires, and position changes.

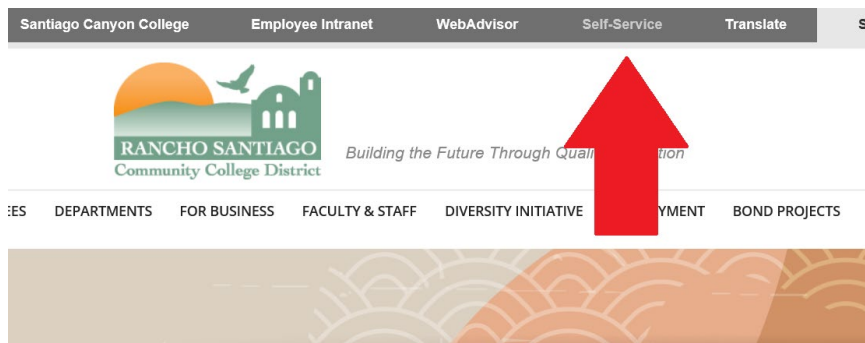
## **CLASSIFIED “B” Payroll Deadline**

Status change forms need to be signed and approved by Human Resources by the **20<sup>th</sup> of the month.**

# eElectronic Direct Deposit Authorization Changes

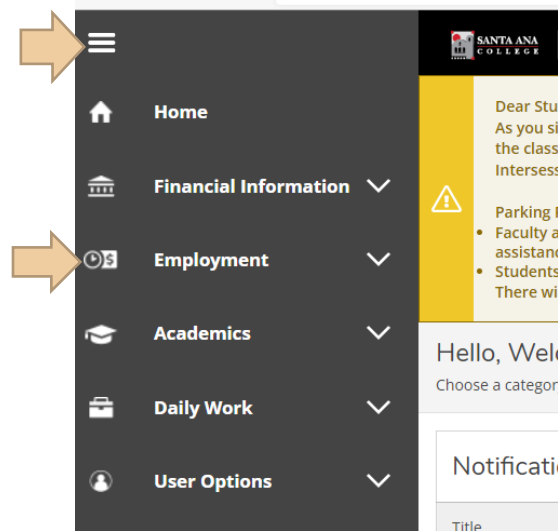
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1. Please access Self-Service by navigating to [www.rscdd.edu](http://www.rscdd.edu).  
The Self-Service link is located on the top right of the website.

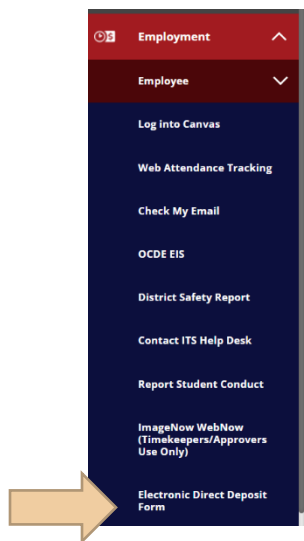


2. Log in to the site using your employee email and password:  
For Employees:  
LastName\_FirstName@sccollege.edu  
LastName\_FirstName@sac.edu  
LastName\_FirstName@rscdd.edu  
  
Example: Smith John@rscdd.edu

- Once logged in, click the drop-down menu on the top left of the web-page.  
Click Employment



- Navigate to the Electronic Direct Deposit Form



- Fill out a new request form to start direct deposit, change account information, or to cancel direct deposit.  
Sign and Submit Form.  
(Note the form is best viewed with a minimized screen)



\* = required field  
**Rancho Santiago Community College District  
 Payroll Department**

### Payment Option Authorization Form

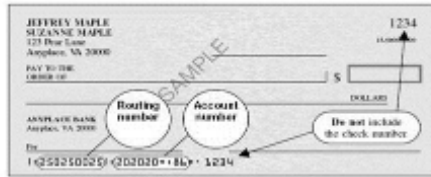
*California Labor Code provides employees with the right to decide how they want to be paid.  
 Please complete the required fields below if you wish to enroll in this service, carefully input your information below.  
 Refer to the check image below as an example to identify your financial institutions ROUTING number and ACCOUNT number.  
 Receipt of funds could be delayed 5-7 business days after pay date if any of the information provided is incorrect.*

Employee First Name:  Middle Initial:  Employee Last Name:  \*

Employee SSN:  \* Change Type:  New Account Info  
 Change to Existing Info  
 Cancel Existing Deposit Authorization Form

Bank Name:  Account Type:  \*

Bank Routing Number:  \* Bank Account Number:  \*



**Acknowledgement**

- I hereby authorize the above named District and the Orange County Department of Education and/or their agents to initiate electronic deposits and, as necessary, debit corrections to previous deposits to the above account.
- I understand that I must submit a new authorization form if I change my account (bank, account number, branch, etc.)
- I agree to hold harmless and indemnify the governing board, the School District, their officers, and employees, and the Superintendent of Schools of the County of Orange and their employees, from every claim and demand, of whatever nature, including those based upon negligence of the governing board, the District, their officers, and employees, and the Superintendent of Schools of the County of Orange and their employees for failure or delay in making deposits and/or corrections to deposits as herein authorized.
- This authorization replaces any previously made by me and will remain in effect until changed or cancelled by my submission of a new Payment Option Authorization form.
- I understand that changes may not be immediately reflected in my upcoming paycheck, it may take 1-2 payroll cycles before the changes take effect.

2380903

Employee ID Authorizing Submission

(click to sign)

Signature

Date Signed:

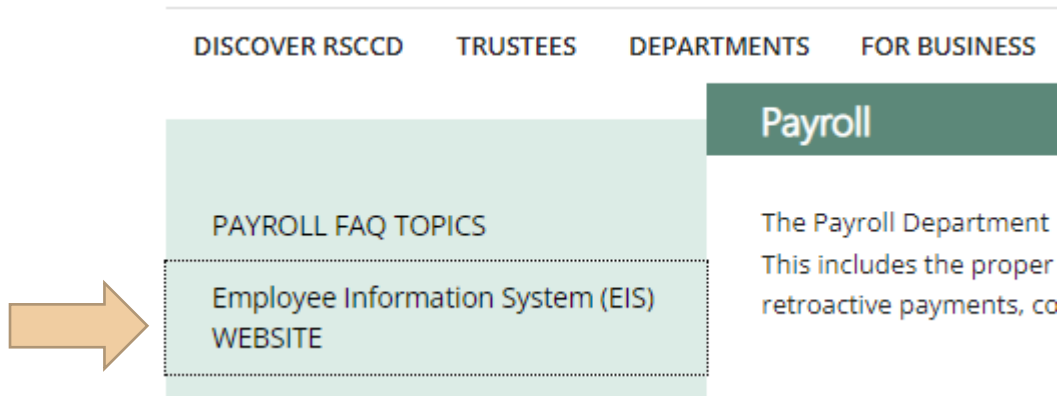
# Employee Information System (EIS)

The Employee Information System (EIS) allows employees to view/print paystubs, W-2's, and grants access to view sick leave and/or vacation balances.

Employees will need a 10-digit ID number to register, this is their 7-digit employee ID number provided by HR preceded by 920, i.e.: **9201234567**

The EIS website can be found on the following page:

<https://www.rscdd.edu/Departments/Payroll/Pages/Payroll.aspx>



An EIS User Guide to assist in the initial registration process is located here:

[EIS User Guide 2024.pdf \(rscdd.edu\)](#)

# Requesting a Manual Check

## Revolving Fund Check Procedure Datatel Request for Check

A revolving fund check is a manual check issued to supplement an employee’s missing pay.

Complete a “Request for Check” form: [Request for Check \(rscdd.edu\)](http://rscdd.edu)

- Complete all fields on the form
- Obtain all required signatures: requested by and approved by authorized manager
- Attach a copy of the timecard, timesheet (faculty), or LHE report/load sheet
- Send completed request to Payroll for processing via interoffice mail, e-mail, or Adobe Sign.
- Estimated time for processing is 3-5 business days upon receipt of request
- Check must be picked up in person at the District Office by the employee

**Rancho Santiago Community College District**  
2323 N. Broadway  
Santa Ana, CA 92706-3398

**Reset Form**

**REQUEST FOR CHECK**

Pay To: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Employee ID #: \_\_\_\_\_ Acct. # \_\_\_\_\_

**Return check to:** Staff Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Department: \_\_\_\_\_ Campus: \_\_\_\_\_

**Mail check to vendor:** Vendor Address: \_\_\_\_\_  
\_\_\_\_\_

**FOR THE FOLLOWING PURPOSE:**

Cash Purchase Reimbursement *(attach original receipts and explain below)\**

Payroll *(explain below)*

Other *(explain below)*

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested By:	Approved by Authorized Administrator:**	Fiscal Services Approval
Signature	Signature	Signature
Name and Title	Name and Title	Name and Title
Date	Date	Date

\* Failure to provide required documentation will result in form being returned.  
\*\* Employees cannot sign for themselves.

**For Accounting Department Only:**

Payroll Revolving Check                       B-Warrant







## Conversion – Minutes to Payroll Decimal Hours

Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal	Minutes	Hour Decimal
<b>1</b>	0.02	<b>16</b>	0.27	<b>31</b>	0.52	<b>46</b>	0.77
<b>2</b>	0.03	<b>17</b>	0.28	<b>32</b>	0.53	<b>47</b>	0.78
<b>3</b>	0.05	<b>18</b>	0.30	<b>33</b>	0.55	<b>48</b>	0.80
<b>4</b>	0.07	<b>19</b>	0.32	<b>34</b>	0.57	<b>49</b>	0.82
<b>5</b>	0.08	<b>20</b>	0.33	<b>35</b>	0.58	<b>50</b>	0.83
<b>6</b>	0.10	<b>21</b>	0.35	<b>36</b>	0.60	<b>51</b>	0.85
<b>7</b>	0.12	<b>22</b>	0.37	<b>37</b>	0.62	<b>52</b>	0.87
<b>8</b>	0.13	<b>23</b>	0.38	<b>38</b>	0.63	<b>53</b>	0.88
<b>9</b>	0.15	<b>24</b>	0.40	<b>39</b>	0.65	<b>54</b>	0.90
<b>10</b>	0.17	<b>25</b>	0.42	<b>40</b>	0.67	<b>55</b>	0.92
<b>11</b>	0.18	<b>26</b>	0.43	<b>41</b>	0.68	<b>56</b>	0.93
<b>12</b>	0.20	<b>27</b>	0.45	<b>42</b>	0.70	<b>57</b>	0.95
<b>13</b>	0.22	<b>28</b>	0.47	<b>43</b>	0.72	<b>58</b>	0.97
<b>14</b>	0.23	<b>29</b>	0.48	<b>44</b>	0.73	<b>59</b>	0.98
<b>15</b>	0.25	<b>30</b>	0.50	<b>45</b>	0.75	<b>60</b>	1.00