
TIME SHEET PROCEDURES FOR FACULTY

Faculty includes Counseling and Nursing

Human Resources sends the contract to Moorpark College Fiscal Services/Allam for the time sheet and Equal Pay. The contract shows the hours for the one semester.

Spreadsheet (created by Allam) for faculty time sheet shows the following information:

- ❖ Hours
- ❖ Any changes occurring during the semester

FIVE DAYS BEFORE DUE DATE, DIVISION/DEPARTMENT SENDS THE TIME SHEET TO THE FACULTY TO COMPLETE, SIGN AND DATE. THE TIME SHEET IS RETURNED TO THE DIVISION OFFICE FOR THE DEAN'S SIGNATURE.

Allam/Fiscal Services – confirms the pay period information is in Banner code SWAF and double checks the hours:

- ❖ Verifies that the hours, ID#, FOAP and that all the information on the time sheet is correct.
- ❖ The time sheet will be returned to the division for corrections of any errors found.
- ❖ Deducts the hours from the database
- ❖ The division also deducts the hours