



CERRITOS
COLLEGE

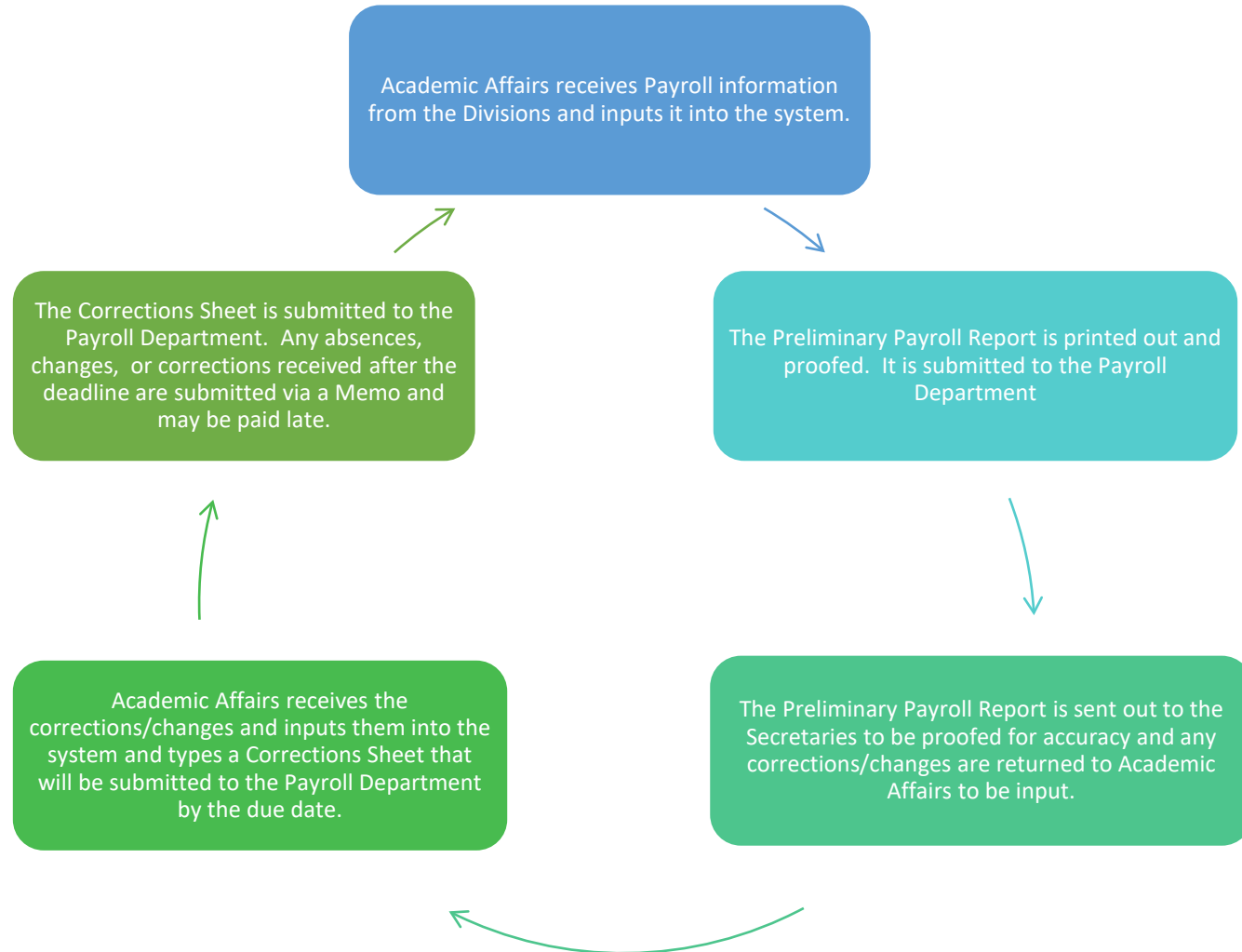
Payroll Timelines

Payroll timelines for
Academic Affairs to provide
us with the payroll
report and the corrections

THIS IS A DRAFT

Month	Accrual	Report Due to Payroll	Corrections Due to Payroll
August	08/19 - 08/31	08/20/24	08/29/24
September	09/01 - 09/30	09/20/24	09/30/24
October	10/01 - 10/31	10/22/24	10/30/24
November	11/01 - 11/30	11/19/24	11/27/24
December	12/01 - 12/31	12/12/24	12/19/24
January	01/01 - 01/31	01/22/25	01/29/25
February	02/01 - 02/28	02/18/25	02/26/25
March	03/01 - 03/31	03/18/25	03/26/25
April	04/01 - 04/30	04/22/25	04/29/25
May	05/01 - 05/16	05/15/25	05/21/25

Academic Affairs & Payroll Cycle





Payroll Process

1. Academic Affairs (A.A.) receives the LACOE Payroll Calendar from the Payroll Department.
2. A.A. reviews the Payroll Calendar dates to determine our staggered schedule. A.A. dates are adjusted allow one to two days after receiving the Positive Pay payroll for the TA-based payroll to be submitted. This allows time to input the necessary information.
3. Once generated, the Overload & Part-Time Payroll Calendar is sent to all of the secretaries who submit Payroll information to A.A.
 - These staggered deadlines provides A.A. the time it needs to properly input the information, run the Preliminary Payroll Report, proof it, and submit it to the Payroll Office.
4. The preliminary report must be submitted on the date requested by the Payroll Department so they may begin processing the payroll.
5. After A.A. has submitted the Preliminary Report to Payroll, the corrected Payroll Reports are sent to their respective divisions to proofread (our second set of eyes).
 - Divisions return the reports to A.A. with any corrections or changes that may be needed by the date established on the A.A. Timeline.
 - If no corrections or changes are needed, the division should send an email stating that none are needed, which indicates that they have proof read their report.
6. A "Correction Sheet" is generated from any corrections submitted and each adjustment is input in the system.
 - The "Correction Sheet" is submitted to the Payroll Office the morning on the date specified on their timeline.
 - Any changes provided to A.A. after the "Correction Sheet" has been submitted to the Payroll Office, will be forwarded to Payroll via a memo. It may result in the instructor being paid late.



Academic Affairs Adjusted Timeline

This slide and the following slide are examples of the adjusted timeline for submitting the payroll information to Academic Affairs and the Payroll Department.

PART TIME & OVERLOAD INSTRUCTORS FALL PAYROLL SCHEDULE 2023								
SCHOOL MONTH	ACCRUAL DATES	PAY POSITIVE DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	TA-BASED DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	DUE TO PAYROLL by 4:30 P.M.	PAY POSITIVE CORRECTIONS DUE TO ACADEMIC AFFAIRS	TA-BASED CORRECTIONS DUE TO ACADEMIC AFFAIRS	CORRECTIONS DUE TO PAYROLL	**WARRANT ISSUED
FIRST	8/14 - 8/31/23	8/14/2023	8/16/2023	8/21/23	8/23/23	8/24/23	8/28/23	9/5/23
SECOND	9/1/23 - 9/30/23	9/15/2023	9/19/2023	9/22/23	9/25/23	9/27/23	9/29/23	10/5/23
THIRD	10/1/23 - 10/31/23	10/16/2023	10/18/2023	10/23/23	10/24/23	10/26/23	10/30/23	11/3/23
FOURTH	11/1/23 - 11/11/23	11/13/2023	11/15/2023	11/20/23	11/22/23	11/27/23	11/29/23	12/5/23
FIFTH	12/1 - 12/15/23	12/05/2023	12/07/2023	12/12/23	12/14/23	12/18/23	12/20/23	1/05/24

PART TIME & OVERLOAD INSTRUCTORS SPRING PAYROLL SCHEDULE 2024								
SCHOOL MONTH	ACCRUAL DATES	PAY POSITIVE DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	TA-BASED DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	DUE TO PAYROLL by 4:30 P.M.	PAY POSITIVE CORRECTIONS DUE TO ACADEMIC AFFAIRS	TA-BASED CORRECTIONS DUE TO ACADEMIC AFFAIRS	CORRECTIONS DUE TO PAYROLL	**WARRANT ISSUED
SIXTH	1/8/24 - 1/31/24	1/16/24	1/18/24	1/22/24	1/24/24	1/26/24	1/30/24	2/5/24
SEVENTH	2/1/24 - 2/28/24	2/12/24	2/14/24	2/20/24	2/22/24	2/26/24	2/28/24	3/5/24
EIGHTH	3/1/24 - 3/31/24	3/18/24	3/20/24	3/22/24	3/25/24	3/26/24	3/29/24	4/5/24
NINTH	4/1/24 - 4/30/24	4/15/24	4/17/24	4/19/24	4/23/24	4/26/24	4/29/24	5/3/24
TENTH	5/1/24 - 5/17/24	5/06/24	5/09/24	5/14/24	5/15/24	5/17/24	5/21/24	6/05/24



Academic Affairs Adjusted Summer Payroll Timeline

PART TIME & OVERLOAD INSTRUCTORS SUMMER PAYROLL SCHEDULE 2024

SCHOOL MONTH	ACCRUAL DATES	PAY POSITIVE DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	TA-BASED DUE TO ACADEMIC AFFAIRS by 4:30 P.M.	DUE TO PAYROLL by 4:30 P.M.	PAY POSITIVE CORRECTIONS DUE TO ACADEMIC AFFAIRS	TA-BASED CORRECTIONS DUE TO ACADEMIC AFFAIRS	CORRECTIONS DUE TO PAYROLL	**WARRANT ISSUED
FIRST	5/20/24 - 5/31/24	5/15/2024	5/17/2024	5/21/24	5/23/24	5/24/24	5/30/24	6/5/24
SECOND	6/1/24 - 6/30/24	6/12/2024	6/14/2024	6/20/24	6/24/24	6/25/24	6/28/24	7/5/24
THIRD	7/1/24 - 7/31/24	7/15/2024	7/17/2024	7/22/24	7/25/24	7/26/24	7/30/24	8/5/24
FOURTH	8/1/24 - 8/09/24	8/5/2024	8/7/2024	8/12/24	8/13/24	8/14/24	8/16/24	9/5/24

***** This calendar is subject to change by the County due to Holidays!! *****

Academic Affairs & Divisions Flowchart

NEW:

Release/Reassigned Time forms are now due from the Divisions on June 30 for Fall, so they can be input into the system and available on the Teaching Assignments for proofreading.

Academic Affairs sends the next semester's Teaching Assignments to the Divisions 1 month before the next semester begins.

The Divisions receive the Teaching Assignments, proofread them for accuracy and return any corrections to Academic Affairs 2 weeks before the semester begins.

Academic Affairs inputs the corrections and sends a clean set back to the Division before the start of the next semester.

Academic Affairs checks the calculations to ensure PS is computing accurately. Academic Affairs and the Divisions meet to review the Teaching Assignments to confirm the calculations and correct any that differ.



Contacts

Contact the following offices for assistance or information

- **Human Resources**
 - Personal information on the Teaching Assignments such as name, address, phone numbers, etc.
 - Employment Status (especially if the Teaching Assignment has “n/a” where “Full” or “Part” should be
- **Academic Affairs**
 - Teaching Assignments
 - Hour Calculations
 - Schedule Changes
 - Release Time
 - Deadlines
- **Payroll Office**
 - Pay check deadlines
 - Hours into pay
- **IT** (Cc Dean of Academic Affairs)
 - PeopleSoft CS access
 - System troubleshooting