

CTE P2 Revision A - Hourly Employment Procedure Under Strong Workforce or Perkins Grants

Original version – Revision 0 – August 2024

Revision A – 9/8/25 – Replaced “HR form ER2024.03” with “Current ER202X form available in the Cerritos College Adobe Sign library with 9 signatures”

1. The department chair and faculty work with their instructional dean to create projects that meet the objectives of the Perkins and Strong Workforce Grants using the application provided by the CTE Office in the Spring semester of each year. The instructional dean ensures that:
 - The requested hourly help is allowable, allocable, and reasonable.
 - The pay rate requested is appropriate to the task to be accomplished according to Human Resources’ “Short-Term Hourly Salary Schedule.”
 - The hourly selected does not violate nepotism AP7310, telecommuting AP7280, and will not travel to outside events without proper clearing by Human Resources.
2. Once completed, the application is sent to the CTE Office by the end of the Spring Semester preceding the grant award year
3. The application is reviewed by the CTE Office, comments are made as needed, and the application is sent to the Academic Affairs Office for VP approval. The application can be approved, partially approved, or denied.
4. In years when requested funding exceeds available funding, the instructional dean allocates funding to the projects in their division in the most equitable way possible after they receive their final allocation from the Academic Affairs VP.
5. After the CTE Office receives the allocations from the instructional dean, applications are returned to the appropriate department chairs and instructional deans. The final approved budget amount is indicated.
6. Department chairs and faculty revise their investment plan and work plan objectives if they are significantly altered for any reason, including budget constraints (note that this information is uploaded in the Chancellor’s Office NOVA system and needed by the CTE Office). Then, the funding cycle can start.
7. For short-term hourly requests, division offices generate an employment request by filling out and submitting the Current ER202X form available in the Cerritos College Adobe Sign library with 9 signatures and filling out the “HR STR Hiring Process Spreadsheet”. The applicant will be contacted by HR to fulfil the HR packet requirement including a TB test requirement and Livescan requirement/Background check AP7126 AP7336.
8. The CTE Office checks the employment request for compliance to the grant requirements and the application.
9. The CTE Office Career Technical Education Coordinator and the CTE Project Manager approve the employment request by signing the ER202X form in Adobe Sign after the instructional dean.
10. The CTE Office and the division office receive the completed ER202X employment request form with 9 signatures from Adobe Sign completed by all parties.

11. Once the short-term hourly is approved by the college's Board of Trustees from the Human Resources' submission, the division office can tell the short-term hourly that they can start working.
12. The division office explains to the short term hourly the time keeping process and the innerworkings of the CTE timecard as well as the time restrictions and break requirements.
13. The division office checks on a monthly basis and keeps a tally that the short-term hourly does not work more than 500 hours and 130 days by fiscal year.
14. The faculty working with the short-term hourly and/or the dean supervising the short-term hourly will attest to hours completed with the blue CTE timecard that the work performed is allowable, allocable, and reasonable on a monthly basis.
15. Short term hourlies are notified via email by the division office and/or CTE Office that timecards are due approximately one week before the monthly deadline to avoid late payments. Short term hourlies should send via email the unsigned blue CTE timecard to the division office, CTE Office, and department chair. By responding to this submitted timecard email, the instructional dean or department chair approves the hours and work completed.
16. The division office sends the blue timecards for signature to the CTE Office 2 days before the due date for verification (In general, this is the 23rd of the month). All faculty, staff, and hourlies should watch for email notifications for changes in deadlines due to holidays, end of fiscal year, or other special circumstances.
17. The CTE office enters the timecard information on the "Z_HCM_Timesheet" (payroll spreadsheet) and forwards it for signature to the Project Manager and Payroll.
18. The division office makes sure that the short-term hourlies employed dutifully send a timecard on a monthly basis to avoid late payments to the hourly. If an approved short term hourly approved for work does not turn in a timecard, the division office confirms that no hours are to be reported for that hourly for that month.
19. Payroll will pay the short-term hourly.
20. The process is finished.