

Classified, confidential, managers, supervisors (permanent employees)

EM payroll (end of month, pay date is the last business day of the month, deadline varies, listed on payroll calendar in BLUE)

[Payroll form](#) (for overtime, comp time, leave without pay) due by this deadline

Leaves (aka paid time off)

Employees submit leave report in eLeaves by 10th each month (NIL report required if no time taken)

Managers approve leave reports in eLeaves by 15th

Leave Requests

Employees submit request for time off, then notify their manager

Managers approve leave requests by end of month for the following month (i.e. by 12/31 for January) then approve current month requests as they happen

This is a preapproval only, any time off must be submitted on the leave report for the month taken

TIMESHEET PROCESSING

Hourly & student positions (temporary employees)

MD Payroll (mid-month, pay date is the 10th each month, deadline varies, listed on payroll calendar in PURPLE)

Employee time sheet via webtime entry due by purple payroll deadline

Manager deadline: Must approve webtime by YELLOW date on payroll calendar, at noon

Ideally, employees paid on the mid-month payroll will use webtime; if not available, they will use this timesheet:

https://www.cuesta.edu/about/documents/payroll-docs/Timesheet_Hourly_Student2021.pdf

EM payroll (end of month, pay date is the last business day of the month, deadline varies, listed on payroll calendar in BLUE)

Covers pay period of 1st- Last for classified, management, supervisors, and Faculty (Loads only)

Covers pay period of 16th-15th for Faculty timesheets or Hourly employees that also have FT position loaded - use this timesheet:

https://www.cuesta.edu/about/documents/payroll-docs/Timesheet_Faculty_Temp_New.pdf