



# HR Updates

# Sexual Harassment Training

In 2018 California Governor Newsome signed into law SB 1343 that requires employers with 5 or more employees to provide sexual harassment prevention training to all employees by January 1, 2020. Governor Newsome signed a law extending the deadline from January 1, 2020 to January 1, 2021.

- Non-Managers (1 hour)
- Managers (2 hour)
- Due January 1, 2021

# Payroll Deadlines- November

## Adjunct Pay/ Temp- November 15<sup>th</sup>

- November 2-Web Time Entry for Employees
  - Employees must have created and submitted timesheet in web time entry to approve (November 15<sup>th</sup> Pay)
- November 3: Web Time Entry for Approvers
  - Supervisors must approve employee timesheet in web time entry (November 15<sup>th</sup> Pay)
- November 3: Classified Overtime/Compensatory Time Authorizations
  - Classified Overtime and Comp forms approved by supervisor to reflect at the end of the month pay day (November 30<sup>th</sup> pay)
- November 10: Absence Tracking Forms
  - Classified, Management & Faculty absence tracking forms submitted to reflect at the end of the month pay day (November 30<sup>th</sup> pay)
- November 16: Pay Adjunct Payroll
  - Staff Assignment Sheet changes and class additions from scheduling (December 15<sup>th</sup> Pay)
- November 17<sup>th</sup> : Temporary Employees Temporary, Professional Expert, Student Paperwork
  - Renewal TEAs must be submitted (December 15<sup>th</sup> Pay)
  - New TEAs - TBD based on completion of paperwork

## Faculty, Management and Classified – November 30<sup>th</sup>

- November 3: Full-time Faculty , Overload and Special Comps
  - Staff Assignment Sheet updates for faculty must be submitted (November 30<sup>th</sup> pay)
  - Special comps ready to be paid out (November 30<sup>th</sup> pay)
  - Submission of new special comps
- November 3: Classified Overtime/Compensatory Time Authorizations
  - Classified Overtime and Comp forms approved by supervisor to reflect at the end of the month pay day (November 30<sup>th</sup> pay)
- November 10: Absence Tracking Forms
  - Classified, Management & Faculty absence tracking forms submitted to reflect at the end of the month pay day (November 30<sup>th</sup> pay)
- November 25: Full-time Faculty , Overload and Special Comps
  - Staff Assignment Sheet updates for faculty must be submitted (December 18<sup>th</sup> pay)
  - Special comps ready to be paid out and submission of new special comps

# Payroll Deadlines- December

## **Adjunct Pay/ Temp- December 15<sup>th</sup>**

- December 1-Web Time Entry for Employees
  - Employees must have created and submitted timesheet in web time entry to approve (December 15<sup>th</sup> Pay)
- December 2: Web Time Entry for Approvers
  - Supervisors must approve employee timesheet in web time entry (December 15<sup>th</sup> Pay)
- December 8: Pay Adjunct Payroll
  - Staff Assignment Sheet changes and class additions from scheduling (January 15<sup>th</sup> Pay)
- December 8<sup>th</sup> : Temporary Employees Temporary, Professional Expert, Student Paperwork
  - Renewal TEAs must be submitted (January 15<sup>th</sup> Pay)
  - New TEAs - TBD based on completion of paperwork

## **Faculty, Management and Classified – December 18<sup>th</sup>**

- December 1<sup>st</sup> : Classified Overtime/Compensatory Time Authorizations
  - Classified Overtime and Comp forms approved by supervisor to reflect at the end of the month pay day (December 18<sup>th</sup> pay)
- December 2: Absence Tracking Forms
  - Classified, Management & Faculty absence tracking forms submitted to reflect at the end of the month pay day (December 18<sup>th</sup> pay)

## Reasons for granting FMLA

- The birth of a newborn child of an employee
- The placement with the employee of a child for adoption or foster care
- To care for an immediate family member with a serious health condition
- To take medical leave of absence when the employee is unable to work due to a serious medical condition

# Documentation

- Refer any employee to HR who anticipates to being out on an extended leave
- If an employee goes out unexpectedly, contact HR so we are aware and to guide you on how to process
- Make sure to request a doctors note and submit absence forms
- Employees may require medical clearance before returning back to work- HR will let you know once an employee is cleared to go back
- Look out for the FLEX training for a full presentation....

# HR Points of Contact for LEAVE Requests



- Amalia Calderon - [Amalia.calderon@kccd.edu](mailto:Amalia.calderon@kccd.edu)
- Karla Quintero – [Karla.Quintero@kccd.edu](mailto:Karla.Quintero@kccd.edu)