



FOOTHILL-DE ANZA
Community College District

Payroll Services
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Banner News: 2009 - #1

To: All Employees
From: Nancy Chao
Payroll Supervisor
Subject: Important Payroll Deadlines Essential for Banner HR
Date: December 15, 2009

In order to launch the new Banner HR system on January 1, 2010 and successfully pay our employees from Banner for the first time, HR/Payroll and ETS teams are working hard to safeguard that the new processes are followed and our employees are paid on scheduled pay dates. In order to accomplish these tasks, deadlines have been set as indicated in the table listed below. **There will be no exceptions for these deadline dates.** Participation by all employees is critical to meet these firm, important deadlines. Your support is greatly appreciated.

Deadline	Information Due or Resources Affected
Wed, December 23, 2009	<ul style="list-style-type: none">• De Anza Students and Temporary employees to finalize December paper timesheet for approval.
Wed, December 30, 2009	<ul style="list-style-type: none">• Foothill Students and Temporary employees to finalize December paper timesheet for approval.
January 1, 2010	<ul style="list-style-type: none">• The launch of Banner HR.• The launch of Web Time Entry (WTE) for students, temporary and classified hourly employees. Log-in at MyPortal.fhda.edu.• The launch of Electronic Personnel Action Form (EPAF) for faculty substitute pay.
Tues, January 5, 2010	<ul style="list-style-type: none">• Cut-off date to submit approved December 2009 timesheets for students, temporary and classified hourly to District Payroll for January 15th 2010 pay date.• Late timesheets received after cut-off will be deferred to February Mid-month pay cycle unless otherwise approved by college president by

	January 7 th .
Thur, January 14 , 2010 (5 p.m.)	<ul style="list-style-type: none"> • Cut-off date to submit Month-end online time-reports, leave reports, substitute pay, and retro (+/-) pay requests for Month-end payroll.
Fri, January 15 , 2010 (5 p.m.)	<ul style="list-style-type: none"> • Reviewers and approvers must submit all time-reports to payroll by 5 p.m. • Subsequent requests received after cut-off will be processed in February Month-end pay cycle unless otherwise approved by the college president by January 20th.
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