

INDEX

A

Absence reports
certification 11.05
furlough/extended sick leave/leave without pay 9.04
monthly employees 9.01
Academic employees
daily, payment basis 10.01
hourly, payment basis 10.01
retired, consulting payment authorization
(emeritus contracts) 13.04
sick leave 8.10
temporary (part-time) service, personal necessity leave
8.11
variable, time reporting - general information 10.10
Academic Senate service honoraria 3.05
Accident/illness leave 8.20
Accident, work-incurred
Contra Costa County Schools Insurance Group (CCCSIG)
procedures 18.03
reporting procedures 18.01
Accounting, payroll 1.02
Annual vacation for classified unit members 8.30
Annuities, tax sheltered 5.10
Assistance
PERS 15.10
STRS 15.01
Athletics, intercollegiate seasonal contract payments 13.05
Automatic membership
PERS 15.10
STRS 15.01

B

Beneficiary designation
PERS 15.10
STRS 15.01
Birthdate corrections, PERS 15.10

C

California Public Employees' Retirement System 15.10
election of retirement system due to change of
position 15.20
employment after retirement 15.13
glossary of terms 15.14
local safety, 2% at 50 15.12
California State Teachers' Retirement System 15.01
cash balance 15.03
deduction for extra pay 4.02
election of retirement system due to change of
position 15.20
glossary of terms 15.05
part-time hourly "C" and "A/C" 15.02
working after retirement 15.21
CalPERS 15.10
election of retirement system due to change of
position 15.20
employment after retirement 15.13
glossary of terms 15.14
local safety, 2% at 50 15.12
CalSTRS 15.01
cash balance 15.03
deduction for extra pay 4.02

election of retirement system due to change of
position 15.20
glossary of terms 15.05
part-time hourly "C" and "A/C" 15.02
working after retirement 15.21
Cash balance, state teachers' retirement system 15.03
Certification
absence reports 11.05
time cards 11.05
Claims
unemployment insurance 17.02
Classified
extra time time cards 11.03
hourly employees time cards 11.02
overtime time cards 11.03
substitute employees time cards 11.01
unit members, annual vacation 8.30
College work study student employees 12.04
Consulting payment authorization, retired academic
employee (emeritus contracts) 13.04
Contra Costa County Schools Insurance Group (CCCSIG)
work-incurred accident procedures 18.03
Contract payments, intercollegiate athletics seasonal 13.05
Cooperative vocational education supervision 13.02
Counseling variable time cards 10.10

D

Daily academic employees, payment basis 10.01
Death benefits
PERS 15.10
STRS 15.01
Deductions
STRS, extra pay 4.02
payroll 5.20
Deposit, direct facts and process 3.06
Direct deposit facts and process 3.06
Disability allowance
PERS 15.10
STRS 15.01
Distribution list, payroll procedures manual 19.01
Dues
Local 1 5.02
United Faculty 5.01

E

Election of retirement system due to change of position 15.20
Eligibility requirements
PERS 15.10
STRS 15.01
Emeritus contracts, retired academic employee consulting
payment authorization 13.04
Employees
65 or over, health plan 2.12
Academic
daily, payment basis 10.01
hourly, payment basis 10.01
retired, consulting payment authorization (emeritus
contracts) 13.04
sick leave 8.10
temporary (part-time) service, personal necessity leave
8.11
variable, time reporting - general information 10.10

Classified
 extra time time cards 11.03
 hourly time cards 11.02
 overtime time cards 11.03
 substitute time cards 11.01
 unit members, annual vacation 8.30
 college work study student 12.04
 monthly absence reports 9.01
 students not currently enrolled 12.02
 terminated, processing final payment 3.07
 withholding allowance certificate, form W-4 4.01

Employment
 after retirement, Public Employees' Retirement System 15.13
 student summer 12.01

End-of-year, quarterly reporting 16.01

Enrollment/waiver card
 Local 1 5.02
 United Faculty 5.01

Extended sick leave absence reporting 9.04

Extra pay, STRS deduction 4.02

Extra time, classified time cards 11.03

F

403bCOMPARE - 403(b) Information Bank 19.13

Faculty
 pre-retirement reduction of annual workload 14.01
 United, enrollment/waiver 5.01

Federal and state withholding 4.03

Form W-4, employee withholding allowance certificate 4.01

Furlough/extended sick leave/leave without pay absence reporting 9.04

G

Garnishments, wage 6.01

Governing Board member
 payments 13.01
 payment processing 13.06

H

Health plan
 employees 65 or over 2.12

Honoraria
 Academic Senate service 3.05

Hourly, part-time "C" and "A/C" (CalSTRS) 15.02

Hourly academic
 employees, payment basis 10.01
 retirees, mandated medicare tax 4.04

Hourly employees, classified time cards 11.02

I

Illness leave, reporting procedures 18.01

Industrial accident/illness leave 8.20
 reporting procedures 18.01
 report responsibility 18.02

Industrial accident
 Contra Costa County Schools Insurance Group (CCCSIG)
 work-incurred accident procedures 18.03
 injury reporting 18.03
 medical treatment 18.03
 return to work 18.03

Information
 PERS 15.10
 STRS 15.01

Injury reporting, work-incurred accident procedures 18.03

Insurance
 salary continuance posting 7.10
 unemployment, claims 17.02

Intercollegiate athletics seasonal contract payments 13.05

Introduction
 PERS 15.10
 STRS 15.01

J

Jury duty, witness leave 8.22

K

L

Leave
 academic sick 8.10
 industrial accident/illness 8.20
 industrial accident/illness reporting procedures 18.01
 jury duty/witness leave 8.22
 personal necessity, academic temporary 8.11
 without pay absence reporting 9.04

List, distribution, payroll procedures manual 19.01

Local 1 enrollment/waiver 5.02

Local safety, 2% at 50 (CalPERS) 15.12

M

Mandated medicare tax 4.04

Manual, payroll procedures distribution list 19.01

Medical treatment, work-incurred accident 18.03

Medicare, mandated tax 4.04

Member, Governing Board, payments 13.01

Membership
 exclusions, PERS 15.10
 PERS 15.10
 STRS 15.01

Monthly
 employees, absence reports 9.01
 payrolls, posting 7.01

N

New hires, unemployment insurance 17.03

Not currently enrolled, student employees 12.02

O

Optional membership, STRS 15.01

Other academic services variable time cards 10.10

Overpayments, salary 3.02

Overtime, classified time cards 11.03

P

Pamphlets
 PERS 15.10
 STRS 15.01

Part-time hourly "C" and "A/C" (CalSTRS) 15.02

Pay warrants, release 3.01

Paychecks, uncashed and unclaimed 19.02
 Payment basis, hourly/daily academic employees 10.01
 Payments
 art models 13.03
 athletic officials 13.03
 pre-retirement reduction of faculty employee annual workload 14.01
 Governing Board member 13.01
 intercollegiate athletics seasonal contract 13.05
 retired academic employee consulting payment authorization (emeritus contracts) 13.04
 school physicians 13.03
 Payroll
 accounting 1.02
 deductions 5.20
 posting 7.01
 procedures manual distribution list 19.01
 PERS 15.10
 election of retirement system due to change of position 15.20
 employment after retirement 15.13
 glossary of terms 15.14
 local safety, 2% at 50 15.12
 Personal necessity leave, academic temporary 8.11
 Position change, retirement system election 15.20
 Post monthly/variable payrolls 7.01
 Posting
 payrolls 7.01
 salary continuance insurance 7.10
 Pre-retirement options, STRS 15.01
 Processing
 final payment-terminated employees 3.07
 industrial accident/illness reports 18.02
 unemployment insurance claims 17.02
 Program, tax sheltered 5.10
 Public Employees' Retirement System 15.10
 election of retirement system due to change of position 15.20
 employment after retirement 15.13
 glossary of terms 15.14
 local safety, 2% at 50 15.12

Q

Quarterly and end-of-year reporting 16.01

R

Redeposits, STRS 15.01
 Reduced workload, STRS 15.01
 Reduction of, pre-retirement, faculty employee annual workload 14.01
 Refunds
 PERS 15.10
 STRS 15.01
 Release of pay warrants 3.01
 Reporting
 general information, academic variable time 10.10
 industrial accident/illness leave 18.01
 quarterly and end-of-year 16.01
 Reports
 monthly employees absence 9.01
 processing industrial accident/illness 18.02
 student employees not currently enrolled 12.02

Responsibility for processing industrial accident/illness reports 18.02
 Retired academic employee consulting payment authorization (emeritus contracts) 13.04
 Retirees, hourly academic, mandated medicare tax 4.04
 Retirement
 PERS 15.10
 STRS 15.01
 Retirement system
 change of position election 15.20
 PERS 15.10
 STRS 15.01
 Return to work, work-incurred accident 18.03

S

Salary
 continuance insurance, posting 7.10
 overpayments 3.02
 schedules, exempt services 13.03
 Schedules, salary, exempt services 13.03
 Semester variable teaching time cards 10.10
 Separation
 PERS 15.10
 Service retirement
 PERS 15.10
 STRS 15.01
 Services exempt from salary schedules 13.03
 Sick leave
 academic 8.10
 extended absence reporting 9.04
 faculty extra service 8.10
 partial calculation, faculty 8.10
 regular faculty 8.10
 temporary faculty 8.10
 State and federal withholding 4.03
 State Teachers' Retirement System 15.01
 cash balance 15.03
 deduction for extra pay 4.02
 election of retirement system due to change of position 15.20
 glossary of terms 15.05
 part-time hourly "C" and "A/C" 15.02
 working after retirement 15.21
 Statements
 PERS 15.10
 STRS 15.01
 Status change, PERS 15.10
 STRS 15.01
 cash balance 15.03
 deduction for extra pay 4.02
 election of retirement system due to change of position 15.20
 glossary of terms 15.05
 part-time hourly "C" and "A/C" 15.02
 working after retirement 15.21
 Student
 college work study employees 12.04
 employees not currently enrolled 12.02
 summer employment 12.01
 Substitute employees, classified, time cards 11.01
 Summer employment, student 12.01
 Supervision, cooperative vocational education 13.02

T

Tax sheltered annuities 5.10
Temporary academic, personal necessity leave 8.11
Terminated employees-processing final payment 3.07
Time cards
 academic variable 10.10
 certification 11.05
 classified overtime and extra time 11.03
 classified hourly employees 11.02
 classified substitute employees 11.01

U

Uncashed and unclaimed paychecks 19.02
Unemployment insurance
 claims 17.02
 new hires 17.03
Union dues
 Local 1 5.02
 United Faculty 5.01
Unit members, classified, annual vacation 8.30
United Faculty enrollment/waiver 5.01

V

Vacation
 classified unit members 8.30
Variable
 payrolls, posting 7.01
 time reporting - general information, academic 10.10
Vocational, cooperative education supervision 13.02
Voluntary payroll deductions 5.10

W

W-4 form, employee withholding allowance certificate 4.01
Wage and tax reporting, quarterly and end-of-year 16.01
Wage garnishments 6.01
Waiver
 enrollment, Local 1 5.02
 enrollment, United Faculty 5.01
Warrants, pay, release 3.01
Withholding
 allowance certificate, employee, form W-4 4.01
 federal and state 4.03
Witness leave, jury duty 8.22
Work study, college, student employees 12.04
Workload, pre-retirement reduction of faculty employee 14.01

X

Y

Z