



# Peralta Community College District

## Meeting Minutes

<b>DATE OF MEETING</b>	01/13/2011
<b>TIME</b>	10:00 A.M
<b>PLACE</b>	I.T Conference Room
<b>ATTENDEES</b>	Denise Fontenot, Isabel Cabrera, Nancy Pak, Julie Huang, Ruby Andrews, Marie Kobase, Michelle Lenh, MacArthur Nelson and Raghuvir Goradia.

**Agenda:**

<b>DISCUSSION</b>	01. Update on SDI Implementation		
Marie updated the group that the SDI implementation is under review. (Pending Board of Trustees Approval)			
<b>CONCLUSIONS</b>	Under Review and approval.		
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
Follow-up in next Meeting			
<b>DISCUSSION</b>	02. RCL paid at Hourly Rate		
MacArthur briefed on the process of Child-care center Employees (10/11Month) – Needed documented guidelines on how to handle the process when they return to their Hourly Rate during this summer. Issues discussed – Overlapping Reporting period, Benefits and PERS reporting.			
<b>CONCLUSIONS</b>	To be discussed in Marie, David and Jennifer's presence.		
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
To be Reviewed in next Meeting			
<b>DISCUSSION</b>	03. Overtime Pay to be shown on the same Paycheck as Regular Earnings		
Internal Payroll Process change for Regular Classified Employees for Overtime Checks at month end.			
<b>CONCLUSIONS</b>	More details will be discussed for Payroll staff in their respective staff meeting.		
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
To be discussed within Payroll Staff (in details)	Marie and Raghuvir.		
<b>DISCUSSION</b>	04. Medicare Tax Re-imbusement and Credit union Deposit Process		
<ul style="list-style-type: none"> <li>A. Medicare Tax Re-imbusement Process – More Review from Finance needed.</li> <li>B. Employees who have elected Credit Union as general deduction will have their Amounts deposited directly in place of a physical Check being processed separately in Finance.</li> </ul> Benefits: 01. Reduce delivery of checks to Credit unions. 02. Money to be deposited in time.			
<b>CONCLUSION</b>	Letter will be sent to Employees to opt for Direct deposit payments for Credit union.		
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
A. Finance Review for GL Account Code		FY 2012	

B. Letter to Employees		Payroll	
<b>DISCUSSION</b>	05. Direct Deposit – Online form – Suppress Advice Print.		
	Payroll will post Direct deposit Forms on-line at <a href="http://www.peralta.edu/apps/docs.asp?Q=Projects/148">http://www.peralta.edu/apps/docs.asp?Q=Projects/148</a>		
<b>CONCLUSIONS</b>	Employees can browse to this link on Peralta's Website. Go to <a href="http://www.peralta.edu">www.peralta.edu</a> , Click on <b>service centers</b> then Click on <b>Payroll</b> then select <b>Forms and Documents</b> . You will find Direct deposit form along with other forms like W-4.		
	Please fill these forms on-line for any updates. Print, sign and date the form for respective action and submit to Payroll for the respective update to be implemented.		
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
<b>DISCUSSION</b>	06. FICA Status for Returning Classified Employees		
	If an Employee is re-hired on retirement under PRC Paygroup i.e. Returning retiree Classified paygroup and the Employee is aged 62 and above then Employee will be subject to Medicare Only on FICA status field on payroll tab on Job Data.		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
<b>DISCUSSION</b>	08. Retro Pay distribution - Deferred due to Amany absence.		
<b>CONCLUSIONS</b>			
<b>DISCUSSION</b>	09. Termination and On Boarding Process – Checklist		
	- Deferred due to absence of David and Jennifer.		
<b>CONCLUSION</b>			
<b>DISCUSSION</b>	09. Position Management. - Deferred due to absence of David		
<b>CONCLUSIONS</b>			
<b>ACTION ITEMS</b>	<b>ASSIGNED TO</b>	<b>DEADLINE</b>	
<b>MISC. ITEMS</b>	<b>RESPONSIBILITY</b>		
01.	Federal Compliance Testing: Vavrinek, Trine, Day & Co LLP on-site 01/18/2011 to 01/28/11 requesting Payroll & HR documentation (Personnel files) and data needs to be available.		
02.	Schedulers and Payroll decided to have some sort of electronic notification if full time contract faculty changes the job to Part time Instructor i.e. Adjunct. At present, if HR can inform payroll thru click of <b>Notify button</b> if available when a contract faculty changes his or her role from contract to adjunct.		
<b>SPECIAL NOTES</b>	Please use Footprint to log any issues.		