

**SUMMARY OF PAYROLL FORMS**

TO-9/16/10

	Employee Status		Description	Form	Send to	Approval	Link to Form	T&E Sheet/Timesheet
1	Full-Time Exempt Employee	12 months contract/9 months contact (during contract period)	Additional work for Grant Project	Extra Service Agreement Form (ESA Form)	HR	Board/Campus&Dep Supervisors/PI/OGM	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\ESA Form.xls">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\ESA Form.xls</a>	<a href="G:\Office of Grants Management\C&amp;G\FORMS\NewTE_Template (3).xlsx">G:\Office of Grants Management\C&amp;G\FORMS\NewTE_Template (3).xlsx</a>
2	Full-Time Exempt Employee	9 months Contract (Off Summer)	Additional work for Grant Project during non-contract period	Grants Activities Form	Payroll	Campus&Dep Supervisors/PI/OGM	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\Grant Activities Form.doc">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\Grant Activities Form.doc</a>	<a href="G:\Office of Grants Management\C&amp;G\FORMS\NewTE_Template (3).xlsx">G:\Office of Grants Management\C&amp;G\FORMS\NewTE_Template (3).xlsx</a>
3	Full-Time Non-exempt Employee	12 months contract	Additional work for Grant Project during non-regular hours	Overtime Form	Payroll	Department Supervisor/PI/OGM	<a href="SJC Grant Over Time Timesheet.xls">SJC Grant Over Time Timesheet.xls</a>	<a href="SJC Grant Over Time Timesheet.xls">SJC Grant Over Time Timesheet.xls</a>
4	Adjunct Employee	Adjunct	Non-Teaching Activities of Adjunct Employee (for Grant Program)	Non-Teaching Activities of Adjunct Emp Form	Payroll	Campus&Dep Supervisors/PI/OGM	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\Non-Teaching Duties of Adjuncts.doc">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\Non-Teaching Duties of Adjuncts.doc</a>	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\Timesheet for adj faculty or FT - Grant.xlsx">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\Timesheet for adj faculty or FT - Grant.xlsx</a>
5	Part-Time Employee	Part Time	Part Time up to 19.5 hours/week for Grant Project	Personal Action Form (PAR Form)	HR	Campus&Dep Supervisors/PI/OGM	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\HR ORIGINAL PARForm.pdf">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\HR ORIGINAL PARForm.pdf</a>	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\SJC Part Time Grant Timesheet Blank (2).xls">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\SJC Part Time Grant Timesheet Blank (2).xls</a>
6	Temporary FT for Part-time employee	Part-Time Employee (90 days FT)	40 hours/week for 90 days (one time action in one fiscal year)	"TEMPORARY" on PAR Form	HR	Campus&Dep Supervisors/PI/OGM	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\HR 90daysPAR Form.pdf">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\HR 90daysPAR Form.pdf</a>	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\SJC Part Time Grant Timesheet Blank (2).xls">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\SJC Part Time Grant Timesheet Blank (2).xls</a>
7	New Employee/Change Employee Status	Grant Personnel	New Employee or Change Employee Status for Grant Project (Multi budget FOAPs)	Grant Personal Action Form (G-PAR Form)	HR	Campus&Dep Supervisors/PI/OGM	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\GRANT PAR FORM.pdf">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\GRANT PAR FORM.pdf</a>	
8	New Employee/Change Employee Status	ALL & Grant Personnel	New Employee or Change Employee Status	Personal Action Form (PAR Form)	HR	Campus&Dep Supervisors/PI/OGM	<a href="G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\HR ORIGINAL PARForm.pdf">G:\Office of Grants Management\C&amp;G\FORMS\PAYROLL\HR ORIGINAL PARForm.pdf</a>	