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[Absence Forms](#)

◆ **How do I report an absence?**

If you would like to report any time off, you will need to complete an Employee Leave Form through [WebAdvisor](#). Your absence form will electronically be submitted to your timekeeper and supervisor for verification and approval. From there, it will be sent to the Payroll department for posting to your leave accounts.

◆ **Where can I get this form?**

The Employee Leave Form is located on the [WebAdvisor](#) website which can also be accessed through the RSCCD district website <http://rsccd.edu/>. The WebAdvisor tab is located at the top right hand corner of the screen.

◆ **Who gets this form once it is completed?**

Once your absence is posted, you and your supervisor will receive an email with your completed leave form attached.

◆ **When will I know my time has been posted?**

You can access and monitor your leave activity on the Employee Information System (EIS).

Quick Step

- ◆ Retrieve absence form on the [WebAdvisor](#) website
- ◆ Complete form online
- ◆ Click Sign and Submit button
- ◆ Wait for email to verify posting on the EIS website at <https://employee.ocde.us>

[Time Cards](#)

◆ **What are timecards used for?**

Time cards are the way hourly employees report their time worked. This allows the payroll department to pay hourly, substitute and Short Term employees for the time they work.

◆ **Does it matter which timecard I use?**

YES! If you use the wrong timecard, the payment may be delayed.

◆ **How do I get the right timecard for what I am trying to do?**

You have a choice of Academic Full Time, Academic Part Time, Classified Full Time, Classified Part Time and Classified On-Going timecards for the reporting of your time worked. You can access timecard forms on the Employee Intranet under the Payroll Department at www.rscgd.edu.

◆ **Who do I submit my timecard to?**

After completing your timecard, submit your card to your timekeeper or Supervisor. They will process the timecard and send them to Payroll for payment on the next payroll cycle.

[When is my pay day?](#)

- ◆ If you pay into the State Teachers Retirement System (STRS) then you are paid on the last day of each month.
- ◆ If you pay into the Public Employees Retirement System (PERS) or the Public Agency Retirement System (PARS) then you are paid on the 10th of each month.

If a pay day falls on a weekend or holiday, the pay day will be moved to the last day that is worked before the original pay day.

[How do I find a copy of my paystubs, W-2's or my Leave Balances?](#)

- ◆ **RSCCD has an Employee Information Website?**

The EIS is what we call our Employee Information Website. Here is where you will find copies of your past and present paystubs, W-2's and all of your individual Leave Balances for the past 3 years. This website is available 24/7 and can be accessed from any computer.

- ◆ **What do I need to gain access to my EIS information?**

All you need is your employee ID and your password.

- ◆ **You can find the EIS website at the top of the RSCCD Intranet at <http://www.rscdd.edu> or directly at Employee Information System**

[How Do I set up Direct Deposit?](#)

◆ If you would like your paycheck to be deposited directly into your bank account, you will need to complete a *Payment Option Form*. The form is located on the Employee Intra-net. Only one account can be used, deposit cannot be split into multiple bank accounts.

◆ Once you have completed the form, please present completed document to the Payroll Department located in the RSCCD District Office, 4th floor. A valid identification will be required to accept the change in person. An attachment with a voided check or any other bank documentation that includes account holder name, routing number, and account number must also be included with the form.

-The form may also be mailed to the following location:

**RSCCD Payroll Department
2323 N. Broadway
Suite 403
Santa Ana, CA 92706-1640**

◆ **When will it take effect?**

Once Payroll has received your form, your direct deposit will be implemented on the next available payroll cycle.

◆ **What should I do if I change or cancel my bank account?**

Call Payroll immediately. If deposit is accidentally sent to a closed account, it can take 5-7 business days to recover the funds and have your paycheck re-issued.

Quick Step

- ◆ You can obtain the Payment Option Form on the District's Intra-net.
- ◆ Contact the District Payroll Office for any account changes

[Internal Revenue Service \(IRS\) W-4 Forms](#)

◆ How can I make changes to my Federal withholdings?

Complete the IRS W-4 form at this website under Forms and Pubs www.irs.gov

[Franchise Tax Board \(FTB\) DE-4 Forms](#)

◆ How can I make changes to my California withholdings?

Complete the FTB DE-4 form at this website California DE-4 Tax Form

◆ Once you have completed the form(s) you can take it to the Payroll Department or you can send the completed form to the Payroll Department.

Payroll Dept. RSCCD District Office 4th floor

[Tax Sheltered Annuities 403b or Deferred Compensation Plans](#)

◆ How can I start or make changes to my Voluntary Retirement accounts?

Contact our Third Party Administrator at Schools First Federal Credit Union on the Schools First Federal Credit Union Website <https://www.schoolsfirstfcu.org/>.

Once you have completed the necessary forms with Schools First FCU, they will contact the Payroll Department and we will begin the deductions from your pay check.