

## TIMESHEET INSTRUCTIONS

### Introduction:

Timesheets are month specific Excel documents that contain information such as employee name and ID#. For FLSA employees there is time forecasted based on the employee's work schedule. This is used as the standard for the month, and should only be changed when the employee's work schedule has changed.

Excel based timesheets are made available at the beginning of the calendar year. Employees are responsible for maintaining their timesheets and submitting them timely for entry and payment.

The payroll system obtains employee data from the personnel system. An employee must be entered to the personnel system before payroll files can be generated.

### Instructions:

#### BASIC FORMAT

First four (4) lines are necessary information used to enter payroll data as well as ensure time is being calculated correctly.

Beginning in the upper left corner, here is a brief description of what information is needed in each box

#### LINE 1

- 1 - Payroll Agency: DOC employees will use 29100 Parole and Probation will use 25500
- 2 – Personnel Agency: same five (5) digit code as above
- 3 – Check Distribution. Three (3) digit number that indicates work location

Payroll Agency	Personnel Agency	Check Distribution
<b>29100</b>	<b>29100</b>	<b>500</b>

4 - Employee Name. Use legal name as it appears on payroll records

5 – Employee ID. OR# assigned through the state payroll system. Under no circumstances are social security numbers or any other identifying numbers to be used.

6 – Position Number. This is the budget number assigned to each position. Unless the employee changes jobs, this number will not change.

EMPLOYEE NAME	EMPLOYEE ID	position #

7 – Class. The Classification Code is from the Department of Administrative Services classification matrix. Each position has a unique identifier that correlates to minimum requirements to fill the position and the pay scale assigned to that position.

8 – Pay Basis. Will either be "S" for salary or "H" for hourly. The majority of DOC employees are salaried employees. Temporary employees and some less than full time employees are hourly.

9 – Appointment Type. Indicates the type of position being filled

- P – Permanent
- T – Temporary
- L – Limited duration
- J – Job share

10 – Work Schedule. The days worked and the total hours scheduled for each day.

class	pay basis	appt type	work schedule
	<b>S</b>	<b>P</b>	

LINE 2

11 – O/T (overtime). This indicates if the position is eligible for overtime or not. Non-exempt employees need to report hours for each day to ensure paid correctly.

- N/E exempt, not eligible for overtime
- Y/N non-exempt, eligible for overtime

12- Ben Pkg. Benefit Package the employee is represented under

- AB – AFSCME Parole Board
- AC – AFCME Security Plus
- AQ – AFSCME Parole and Probation
- CC – AFSCME Security
- SP – AOCE
- UB – AFSCME Dentists
- XX – Management Services
- XA – Temporary Employees

o/t	ben pkg
<b>NE</b>	

13 – Cost Center Distribution is the budgetary funding that pays for the position. This will always be 12 digit number broken up as follows:

- Funding – first 3 digits
- Biennium – This digit will change every 2 years. Will always be an odd number (1, 3, 5, 7, etc)

Cost Center – 8 digit number

Always list all cost center information. If position is funded by more than one position, also add the percentage attached to each cost center.

cost center distribution
<b>XXX – X – XXXXXXXX 100%</b>

14 – Period Ending – the last day of the month being reported

period ending
<b>1/31/2012</b>

BODY OF THE TIMESHEET

Lines 08, 09, 10 are preprinted *forecast* hours. Hours on these lines do not verify actual time.

Line 08 RG – forecast regular hours per work schedule.

Line 09 HO – forecast holiday off with pay.

Line 10 CTS – forecast holiday paid by compensatory time hour-for-hour when holiday falls on regular day off.

Line 11 is used to record all regular hours actually worked.

Lines 12 - 14 are used to record actual holiday compensation or other specially designated days as applicable.

Record the actual hours to be paid on the appropriate line, 11- 14. If using leave time place correct number of hours on the applicable line 15 through 20 per D below. Hours entered on lines 11-14, are to reflect all regular hours worked for the day (Holiday is a maximum of 8 hours for full time employees and a pro-rated amount for less than full time employees). All hours worked in excess of the regularly scheduled hours are to be recorded as either overtime (OT) or compensatory time accrued (CTA) on lines 24-31. CTA will appear on the leave report at 1.5 times what is reported on the timesheet.

For **represented** exempt employees, not eligible for overtime, they are able to accrue hour-for-hour time in excess of regularly scheduled hours. This is reported as STA and is listed on lines 24-31.

Lines 15 through 20 are used to record leave hours taken. If hours worked is less than the total scheduled hours, the difference must be recorded as one or more leave types such as vacation (VA) or sick leave (SL). When other leave types are used, enter the appropriate code from Pay and Leave Types list. If there are not enough leave hours to cover, any remaining time to be reported is entered into the leave without pay section, lines 21-23.

Leave without Pay, lines 21-23: The Payroll Unit must be notified by phone, FAX, or preliminary timesheet when an employee is placed on leave without pay. Leave without pay must also be reported on the final timesheet. This includes employees on protected time, worker's compensation, military leave or any other time without pay.

Lines 24 through 31 are used to report all other pay types and, unless otherwise indicated, apply only to employees eligible for overtime and/or differentials. Enter actual number of hours worked unless indicated in Pay and Leave Type list.

Refer to the Pay and Leave Code list attached for description of the codes and how used.

#### ENTERING TIME

##### Non-Exempt (eligible for overtime) and Health Services Employees

Both categories of employee will enter time in the same manner. Since both are eligible for overtime and differentials, all time worked needs to be accounted for. This is to ensure that the employee is paid appropriately for all time worked.

##### Lines 11-23 Daily Total

Each day's total must equal the schedule time on line 8. If there is not enough worked or leave time to meet the day's total, the balance is reported in the Leave without Pay section.

Any additional hours worked, in excess of scheduled hours in the day, are reported in lines 24-31.  
Exempt Employees

Exempt employees are only required to report use of leave time and reporting of any leave without pay.

There are forecasted hours listed on the timesheet, but this is to provide a baseline for total hours worked for the month.

Completion of line 11 is optional. Time is required to be listed when used on lines 12-23.

### HOURLY/TEMPORARY EMPLOYEES

This group of employees is paid based on what time is worked, so no time is forecasted.

Lines 8-10 will remain blank.

Any time worked will be entered on lines 11-20

Reporting leave without pay is not a requirement, but does assist in the tracking of all scheduled hours for the month.

For less than full time employees who work additional hours, they are reported as "AST" (Additional Straight Time). This is reported on lines 24-31.

### Submitting Timesheets to Payroll Unit:

There are two cutoff dates each month for submitting timesheets.

A. Run 1 (which pays on the 1<sup>st</sup> of the new month). This includes the full month's salary as well as any additional time or differentials from the 1<sup>st</sup> to the 15<sup>th</sup> of the month. Record all necessary time and print a copy for the manager to review. Once the manager has approved it, the copy will go to payroll for entry.

1. Salaried employees subject to FLSA should update the forecast work schedule for any changes and report any additional time to be paid. If there is no additional pay owed, there is no need to turn in a timesheet at this time.

Salaried employees' pay received at the first of the following month will reflect base salary plus premium hours and differentials submitted through the 15<sup>th</sup>.

2. Hourly employees record actual hours through the 15<sup>th</sup> of each month. No hours are projected for the remainder of the month.

Hourly employees' pay received at the first of the following month will reflect hours worked the 1<sup>st</sup> through the 15<sup>th</sup> of the previous month.

B. Run 2: (which allows for any adjustments to the base salary plus payment of any premium hours and/or differentials from the 16<sup>th</sup> to the end of the previous month.) This check will pay around the 15<sup>th</sup> of the month. The Payroll Unit must receive final timesheets based on the deadline schedule provided.

1. Employee enters all time and verifies for accuracy. Prints and signs final copy of the electronic timesheet. Forward to immediate supervisor for approval and signature.
2. Supervisor reviews timesheet for accuracy, signs, and forwards to Payroll Unit for entry.
3. Salaried employees additional premium pay processed from the final timesheet will be paid approximately mid-month of the following month.

4. Hourly employees are paid for hours worked from the 16th through the end of the month. Payment from the final timesheet will be paid approximately mid-month of the following month.

**REQUIREMENT:**

Entries should automatically total in the appropriate column on right of timesheet.

Review the total hours in the Reg Hours column to ensure the full set of hours for the month are accounted for. Full set of hours for the month are listed to the left of the signature section at the bottom of the page.

If there are leave without pay hours listed, they are added to the Reg Hours total and must equal the full set of hours for the month.

For all salaried employees, all Reg Hours and LWOP should equal Full Time Hours shown at bottom of timesheet (a schedule change during the month could change the full time hours total for the month).

Employee **signs** the timesheet. Supervisor reviews for accuracy, **signs**, and forwards the Final Copy to Payroll Unit. Due to rigid deadlines, do not hold unsigned timesheets if the employee is not available. Leave signature section blank and forward copy to payroll. Collect signatures as soon as the employee returns. The signed copy then becomes the official payroll record and will be used for any future adjustments.

**Timesheet Corrections:**

Once the timesheet has been finalized any changes and/or adjustments are to be made to the final signed copy. If the employee and manager do not have a copy, a copy can be retrieved from the Payroll Unit.

Any changes and/or adjustments are to be initialed and dated to document when the change was made. If there is not room, notes can be added to the back of the timesheet.

If the corrected timesheet results in additional pay to the employee, it will be paid on the next regularly scheduled payday. A manual check may be requested through the manager if necessary.

**Terminating Employee Timesheets:**

Completed timesheets must be forwarded to the Payroll Unit as soon as possible to allow entry of the information and processing of the final check. Fax timesheet information to Payroll Unit to provide pay and attendance information. Final pay check processing must be expedited to comply with requirements of Federal and State laws. Be aware that employers are liable for penalty payments if employee does not receive final check in a timely manner.

**REPORTING HOLIDAY PAY**

**A. Holiday falling on a day off for represented employees:**

Line 10 of the timesheet is used to forecast 8 hours of additional pay in the form of compensatory time on an hour for hour basis, CTS (compensatory time straight) pay type. For employees keeping the time, report 8 CTS in lines 24-31. This will add 8 hours

to the employee's compensatory time account. For security, or employees who chose to have the time paid, enter 8 CPH (compensatory pay for holiday) hours in lines 24-31. This will pay 8 hours at the employee's regular hourly rate of pay.

If the employee works on the holiday they are also entitled to time-and-one-half pay for all time worked in addition to the CPH or CTS above. This is paid by recording the hours worked on line 27, HP (holiday premium) pay type, not to exceed 8 hours. For employees who work more than 8 hours in a standard shift, please contact the Payroll Unit to determine the best way to report additional time.

**Employee working 4/10 shift:** Line 10 of the timesheet will forecast 8 hours of additional pay in the form of compensatory time on a one for one basis, CTS pay type. Record 8 hours CTS on lines 24-31. To pay the employee instead of adding compensatory time, enter 8 hours on lines 24-31 t with the pay type of CPH. This will pay 8 hours at the employee's hourly rate of pay. It will be the employee's responsibility to use leave time or flex their work schedule to account for the remaining 2 hours.

If the employee works on their day off, they are also entitled to time-and-one-half pay for all time worked in addition to the CPH or CTS above. This is paid by recording the hours worked on lines 24-31, HP pay type, not to exceed 8 hours. All hours worked in excess of 8 should be discussed with the Payroll Unit to determine the best way to report the time.

### **B. Holiday falling on a work day for represented employees:**

Line 09 of the timesheet is used to forecast 8 hours of holiday off, HO pay type. Record 8 hours HO on line 12.

If the employee works on this day they are also entitled to time-and-one-half pay for all time worked in addition to the HO above. This is paid by recording the hours worked on line 27, HP pay type, not to exceed 8 hours. All hours worked in excess of 8 hours, check with the Payroll Unit on the best way to report it.

**Employee working 4/10 shift:** Line 09 of the timesheet is used to forecast 8 hours of holiday off, HO pay type. Record 8 hours HO on line 12. No employee is entitled to more than 8 hours Holiday Leave. The employee is required to use 2 hours accrued leave or 2 hours Leave without Pay to account for their full 10 hour shift.

If employee works on this day off they are also entitled to time-and-one-half pay for all time worked in addition to the HO above. The first two (2) hours worked are recorded on line 11 as RG and two (2) hours are recorded on lines 24-31 with the pay code HT (Half-time). This will ensure the hours are paid at the required 1.5 times. Additional hours worked are recorded on line 27, HP pay type, not to exceed 8 hours. All hours worked in excess of 10 should be paid with the overtime pay code, OT.

### **C. Holiday falling on a day off for management service employee:**

Line 09 of the timesheet will forecast 8 hours of additional pay in the form of compensatory time, CTS code. Record 8 hours on lines 24-31, CTS. Management Service employees will be allowed to use this compensatory leave at a later date, but the accrued time is never paid in the form of cash.

Captains and Lieutenants have been given an exemption from the "cash payment" ruling by Department of Administrative Services. The exemption allows the employee to be paid the same as represented employees unless the cash payment is considered to be inappropriate. In situations where the employee can take the compensatory leave without causing the Department additional costs such as overtime pay for a replacement, the employee is not exempt from the DAS ruling.

**1. FLSA Non-Exempt:**

If employee works on this day off, then they are also entitled to time-and-one-half pay for time worked in addition to the CTS above. This is paid by recording the hours worked on line 27, HP pay type, not to exceed 8 hours. If the employee is overtime eligible, all hours worked in excess of 8 should be paid with the overtime pay code.

**2. FLSA Exempt, Not Eligible for Overtime:**

If employee works on this day off, then they are also entitled to time-and-one-half pay for time worked in addition to the CTS above. This is paid by recording all hours worked on line 27, HP pay type.

**D. Holiday falling on a work day for management service employee:**

Record 8 hours HO on line 12.

**1. FLSA Non-Exempt:**

If the employee works on this day they are also entitled to time-and-one-half pay for all time worked in addition to the HO above. This is paid by recording the hours worked on line 27, HP pay type, not to exceed 8 hours. All hours worked in excess of 8 should be paid with the overtime pay code, OT.

**2. FLSA Exempt, Not Eligible for Overtime:**

If the employee works on this day they are also entitled to time-and-one-half pay for all time worked in addition to the HO above. This is paid by recording all hours worked on line 27, HP pay type. There is no payment of hours worked in excess of 8.

**LEGAL COMPENSABLE HOLIDAYS**

**A. The following are legal compensable holidays:**

New Year's Day in December/January, depending on what day the holiday falls

Martin Luther King's Birthday on the third Monday in January

Presidents Day on the third Monday in February

Memorial Day on the last Monday in May

Independence Day in July

Labor Day on the first Monday in September

Veterans Day in November

Thanksgiving Day on the fourth Thursday in November

Christmas Day in December

Every day appointed by the Governor as a Holiday

Every day appointed by the President of the United States as a day of mourning, rejoicing, or other special observance only when the Governor also appoints that day as a holiday.

**B. Recognition of Holiday Falling on Saturday or Sunday:**

1. Whenever a holiday falls on Sunday, the following Monday shall be recognized as the observed holiday. Whenever a holiday falls on Saturday, the preceding Friday shall be recognized as the observed holiday. However, a day appointed by the Governor as a holiday or a day appointed by the President of the United States as a day of mourning, rejoicing or other special observance, which the Governor also appoints as a holiday, shall be observed on the day appointed.
2. At the option of the appointing authority or designee, an employee who normally works in a positions that is a 7 day post shall observe a holiday on the actual day specified in Section A. above, even though the holiday may fall on Saturday or Sunday.

Employees will receive Holiday Leave or additional Holiday pay for working on either the day observed or the actual holiday, depending on their work assignment. In **no** instance will the employee be compensated leave or additional pay for both days.