

**Timesheet and Instructions locations**

[http://inside.arb.ca.gov/forms/forms.htm#Human\\_Resource](http://inside.arb.ca.gov/forms/forms.htm#Human_Resource) (Copy & Paste URL)

<http://www.arb.ca.gov/personnel/hrforms/hrforms.htm>

**Due Date**

The first working day of the pay period to Administrative Service Division – HRB Transactions

**Required Input Fields**

1. Last Name
2. First Name – Full Legal Name
3. Position Number – Must be 13 digits
4. Social Security Number – Last four digits
5. Pay Period – Month
6. BU – Bargaining Unit
7. Work Week Group
8. Work Schedule
9. Time Base
10. Task Name
11. Regular Hours or Absent Hours cells

**Before Submitting Timesheet to Supervisor**

Under the Reconciliation table (bottom left):

1. **Monthly Total** field must equal to **Hours Req'd for the Month** field.
2. If hours do not match, look at the **Variance** field and find the discrepancy on the worksheet.

**Overtime**

1. Enter the overtime hour(s) in the section below the regular hour section and select the appropriate OT Task Name.
2. Scroll down to the next table to the "Overtime Hour" section, identify if the overtime hour(s) are either "CT" for compensating time off, or "OT" for paid time.
3. Enter the overtime hour(s) and make sure the CT/OT variance amount is **0.00**.

**Absent Hours Section** (This section is designated for leave time off):

To select a leave time off code:

1. Under a specific day, click on the Code cell for the drop down list
2. Select the appropriate leave code
3. Enter the leave time hours below in the Hours cell

**Alternative Work Week Schedule (AWWS)** (Pertains to employees not scheduled to work the regular Monday to Friday schedule):

In the AWWS CREDITS/DEFICITS table (bottom center), employees can find important check figures for the month:

**Hours** – Hours Worked for the Month

**LC** – Leave Credit Usage

**EX** – Excess Hours Earned

**HC** – Holiday Credit Earned

To identify which Leave Code(s) to use for a deficit, select the code from a drop down list under the AWWS CODES table (Deficit Charged To) and enter the appropriate hours.

Commonly used Leave Codes for deficit: EX, CT, HC, AL, VA, PV

The Excess Hours (EX) and Holiday Credit (HC) will automatically populate for the month.

**Required Information for Leave Credits**

Relationship information is required for the following leave:

1. Bereavement Leave
2. Family Sick Leave
3. Paid Family Leave

**Amended Timesheets**

Click the "CHECK IF REVISED TIMESHEET" check box to indicate revised timesheets

**CLEAR FORM BUTTON**

Warning: Before clicking on this button, make sure a copy of the timesheet is saved. Information cannot be retrieved after button is clicked.

**CONTACTS**

For position numbers and leave balance questions – Your Personnel Specialist

For task related issues – Pam Biggins (Budgets and Contracts Chief)

For index code, errors with timesheet, and timesheet instructions issues – David Azevedo (Accounting Chief)