

ARB Timesheet Instructions

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ARB Timesheet Instructions

BASIC INSTRUCTIONS

ARB Timesheet template is divided into four major sections:

- 1) Employee Data
- 2) Daily Attendance /Program time reporting
- 3) Absence Information
- 4) Overtime Hours Worked

BASIC EMPLOYEE DATA

- 1) Employee Legal Name
- 2) Employee Position Number **without dashes** – All 13 digits. If you enter more or less than the required character, an error message will pop up.
- 3) **Last 4 digits of Social Security Number**
- 4) Organizational Unit/Division – driven by position number. Once the 13 digit position number is indicated, the field is automatically filled out.
- 5) Pay period month –A dropdown menu is available for the other months in the Fiscal Year. The month populates beginning and ending period and the end pay period is your guide as the last day of your input.
- 6) Bargaining Unit – drop down menu available

BU	Classification
1	Professional, Administrative, Financial and Staff Services
2	Attorneys and Hearing Officers
4	Office and Allied
9	Professional Engineers
10	Professional Scientific
11	Engineering and Scientific Technicians
12	Craft and Maintenance
14	Printing and Allied Trades
21	Educational Consultant and Library

- 7) Work Week group
 - 2 – most commonly used unless you belong to WWG 4C
 - E - includes classes that are exempted from coverage under the FLSA because of the “white- collar” (administrative, executive, professional) exemptions. To be eligible for this exemption a position must meet both the “salary basis” and the “duties” test.
 - SE - (Attorneys, Physicians, Teachers)

NOTE: Complete WWG definition can be found in the **Attachment 1** of these instructions.

- 8) Work Schedule – dropdown menu is available, choose
 For AWWWS, please choose approved AWWWS calendar /schedule on the dropdown.

Regular Monday to Friday

- 4/10/40 Monday
- 4/10/40 Tuesday
- 4/10/40 Wednesday
- 4/10/40 Thursday
- 4/10/40 Friday
- 9/8/80 A Monday
- 9/8/80 B Monday
- 9/8/80 A Tuesday
- 9/8/80 B Tuesday
- 9/8/80 A Wednesday
- 9/8/80 B Wednesday
- 9/8/80 A Thursday
- 9/8/80 B Thursday
- 9/8/80 A Friday
- 9/8/80 B Friday
- Irregular
- Daily / Hourly

- 9) Time Base – dropdown menu is available

Time Base Computation		
FT	176 hours	168 hours
INT		
1/5	35.20	33.6
2/5	70.40	67.2
3/5	105.60	100.8
4/5	140.80	134.4
1/8	22.00	21
1/4	44.00	42
1/2	88.00	63
5/8	110.00	105
3/4	132.00	126
7/8	154.00	147
1/10	17.60	16.8
3/10	52.80	50.4
7/10	123.20	167.2

8/10	140.80	134.4
9/10	158.40	151.2
17/20	149.60	142.8
RA		

Employee Status - please check relevant box if you are a :

New Employee

Separating Employee

Transferring within ARB

On LOA or Returning to Work

and when submitting a revised timesheet.

“CLEAR FORM” will clear time report information – Tasks and hours entered

DAILY ATTENDANCE/PROGRAM REPORTING -WORKED HOURS INSTRUCTIONS

Index is driven by your position number. When the position number field is filled, your division and index field are automatically populated.

Employee: SURNAME _____, LEGAL NAME _____, X _____ Position # 673-810-4569-001 Index 8100
Last Name First Name MI

SSN # XXX-XX _____ Division: ASD - ADMINISTRATIVE SERVICE

[Click to Print All 3 Worksheets](#)  CHECK IF REVISED TIMESHEET

Authorized/ approved task names/titles for every work activity are also available from the dropdown menu for all employees to choose from. If hours are entered and you see a fuchsia color under the REGULAR TASK NAME column, it is a reminder that you have not chosen a task yet.

Pay Period: **January** **01/01/2016** thru: **01/31/2016** BU

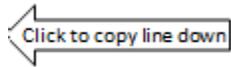
REGULAR TASK NAME	Dates	1/1	1/2	1/3	1/4	1/5
	Day	FRI	SAT	SUN	MON	TUE
	Hours	H	X	X	8.00	8.00
REG		8.00				8.00
REG		0.00				
REG		0.00				

When a task is chosen the fuschia color go away.

Pay Period:	January	01/01/2016	thru:	01/31/2016	BU		
	REGULAR TASK NAME	Dates	1/1	1/2	1/3	1/4	1/5
		Day	FRI	SAT	SUN	MON	TUE
		Hours	H	X	X	8.00	8.00
REG	120 - Ambient Air Monitoring-AQ/Toxics - APCF	8.00				8.00	
REG		0.00					

Note on Tasks: Complete Tasks list is provided as **ATTACHMENT 2**

990 - Division Admin (ARB Wide Activity) DC/ADC/Liaison only should only be used by Division Chiefs, Assistant Division Chiefs, and Liaison Officers. When chosen, the task is shown in red as a check to the users.



This macro button will guide you on filling up your calendar for the month base on your work schedule and time base.

It is recommended that on a daily basis, employees should record on their timesheet the time spent on that day's tasks. Quarter hour increments (.25) are the minimum unit of time to be reported.

There are 10 lines for regular hours worked that may be filled to accommodate multiple tasks charges for a day. The last three lines are used for overtime entries. Enter the number of hours worked per task each day and the worksheet will total the hours for you.



When you click this macro button, it will open up lines for Uncompensated Time, however, ARB is not currently recording the uncompensated time. If

ABSENCE INFORMATION

There are 5 sets of rows for recording absences/ leave used each day. We encourage the use of one line for each leave code used.

		Dates	7/1	7/2	7/3	7/4	7/5	7/6	7/7	7/8	7/9	7/10
		Day	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI
Absent Hours	Code				SL01							
	Hours	8.00			8.00							
	Code							VA01	VA01			
	Hours	16.00						8.00	8.00			
	Code									AL01		
	Hours	8.00								8.00		
	Code											SL02
	Hours	8.00										8.00
	Code											
	Hours	0.00										

It also allows entering multiple leave types each day

		Dates	7/1	7/2	7/3	7/4	7/5	7/6
		Day	WED	THU	FRI	SAT	SUN	MON
Absent Hours	Code					AT01		
	Hours	4.00				4.00		
	Code					VA01		
	Hours	2.00				2.00		
	Code					LP01		
	Hours	1.00				1.00		
	Code					PH01		
	Hours	1.00				1.00		
	Code							
Hours	0.00							

Leave types can be accessed when you position your mouse on the red flag of the attendance codes cell on the upper right hand corner of the Employee Tab.

Attendance Codes

Attendance Codes:	
AT01	Administrative Time Off (ONLY when directed)
AL01	Annual Leave Used
AL04	Annual Leave Used in lieu of sick - self
AL71	Annual Leave Used in lieu of sick - family
ALPI	Workers' Compensation (pending) - Annual Leave
AWOL	Absence Without Leave
BL01	Bereavement Leave
CF01	California Family Rights Act (CFRA)
CPD	Climbing Pay
CT01	Compensating Time Off Used
CT04	Compensating Time Off Used in lieu of sick - self
CT / 1	Compensating Time Off Used in lieu of sick - family
DK01	Dock-document unapproved dock under Add'l Information
EX01	Excess Hours
FM01	FMLA-Unpaid leave
FH01	Furlough Hours Used
HC01	Holiday Credit Used
HC05	Holiday Credit
HCPI	Workers' Compensation (pending) - Holiday Credit
HI01	Holiday Informal Time Off
JD01	Jury Duty (Attach Proof of Service)
MN01	Mentor Leave (Attach Verification from Mentoring Org)
ML01	Military Leave (Attach Orders)
NDI	Non-Industrial Disability Leave
OT	Overtime Worked - Cash Compensation
CT	Overtime Worked - Compensating Time off (CTO)
PH01	Personal Holiday
PL01	Personal Leave Program (1992)
LD01	Personal Leave Program (2003)
LP01	Personal Leave Program (2010-11)
LV01	Personal Leave Program (2012)
PBM	Precinct Board Member
PT01	Professional Training and Development Day
PV01	Voluntary Personal Leave
RDO	Regular Day Off
SDI	State Disability Insurance
SL01	Sick Leave Used - self
SL02	Sick Leave Used - family
SLPI	Workers' Compensation (pending) - Sick Leave
SRE	Shift Differential - Evening
SRN	Shift Differential - Night
SW01	Subpoenaed Witness (Attach Subpoena)
TD	Temporary Disability
UL01	Union Paid Leave
VA01	Vacation Used
VA04	Vacation Used in lieu of sick - self
VAPI	Workers' Compensation (pending) - Vacation
VA71	Vacation Used in lieu of sick - family

SIGNATURES

The Employee and their Direct Supervisor are required to sign the Employee and HR worksheets. If overtime is more than 10 hours then the Division Chief or Designee is required to sign as well.

RECONCILIATION

Reconciliation is automatically generated based on the hours worked and leave hours. Total worked/leave hours is compared against the required hours for the month. The monthly total hours should add up to the correct number of hours required for the month. A variance check feature is added to aid the employee and if there is any variance in the entry. Full time employee **must** always be “zero”, if is not, please contact ASD/HR or ASD Accounting or help.

AWWS DEFICIT CHARGED TO

This portion of the timesheet is primarily used and filled by employees under approved AWWS .

Excess Hours earned and Holiday Credit earned are populated (locked cells) upon choosing their approved work week.

“Deficit charged to” portion are manually filled out based on applicable data.

PRINTING

Click to Print All 3 Worksheets 

Click  button to print all three worksheets when you are ready to submit. Make sure to sign before submitting to your supervisor. Double side printing of the time sheet is encouraged. Make sure to check your printer set-up for this.

TIMESHEET PROCESSING

Processing employee timesheets in a timely manner is essential to the effectiveness of the accounting system. This section contains specific instructions for all parties involved.

1. Role of Employee

Employees are responsible for the accuracy of all time reported on their timesheet and certify all data reported by signing the form. It is recommended to fill the template on a daily basis. Timesheets must be **submitted to the employee's supervisor on or before payday.**

2. Role of Supervisor

It is the supervisor's responsibility to collect, review, correct when necessary, sign and submit timesheets for all employees in their unit (including absent employees). In signing employee timesheets, supervisors are certifying the accuracy of all data reported.

NOTE: Once all timesheets are signed and completed, **Timesheets must be submitted to the Division Liaison by the close of business on payday.**

3. Role of the Division Liaison

Division Liaison is responsible for collecting all employee timesheets by the close of business on payday. **All copies must be forwarded to ASD – Research and Process Control Division –RM 20-09** for segregation to Accounting and HR. **Overnight dropbox is also provided at the 20th floor for overnight submission of the timesheets.** A copy must be retained and given back to the employee. The Liaison may retain a copy of all division timesheets, if desired.

4. Role of **ASD Human Resources Branch**

The **ASD/ HRB Transactions** Office collects and maintains the **ASD-HR** timesheet copies of all employees and verifies basic employee data, absences and overtime.

Transactions Staff:

Julie Dunwoody – Section Manager

Jennifer Beardsley - Manager

Kathy Cowan – Supervisor

Personnel Specialists:

Andrea Clugston – MLD & AQPSD and OIS

Tanya Bordie – CALEPA & ASD

Ryan Perez – MSCD, & ECARS

Graciela Spencer – CO, EO & RD,

Kathy Cowan – ED, TTD, & ISD

5. Role of **ASD Accounting Office**

This Office is responsible for the timely collection of the **ASD Accounting** copy for all agency employees. The timesheets are reviewed, any errors or discrepancies are resolved by working with the appropriate division liaison and necessary adjustments are made. In addition, this office is responsible for keying the timesheet data into CALSTARS, creating records and distributing the CALSTARS reports.