

**To avoid leave discrepancies submit Time Reports to the Human Resources Branch by the third (3) working day of each month.**

**All Employees** – Complete header information as noted below:

- **Name** – Last, First, and Middle Initial
- **Position Number** – (example 673-800-5157-002)
- **Work Schedule** – enter your current schedule (example 5-8-40, 9-8-80, 1<sup>st</sup> Mon, 4-10-40 Fri, etc.)
- **Deficit Hours** – employee's on an Alternate Work Week (AWW) Schedule only – In months where an employee works below the required number of hours in a pay period based on their schedule, a deficit of hours occurs. Refer to the annual calendar and enter the number of hour(s) short for the pay period. Deficits will automatically be deducted from Excess Hours. If excess hours are not available, deficits will be deducted from the following balances: **Compensating Time Off, Holiday Credit, Annual Leave, Vacation, and Personal/Voluntary Leave.**
- **Excess Hours Earned** – employee's on an AWW Schedule only – In months where employee works over the required hours, excess hours earned occurs. Enter the number of hour(s) as shown on the annual calendar.
- **Time Base** – Enter time base (example FT, 4/5, 3/5, INT, etc.)
- **BU#** – Bargaining Unit (example 1, 2, 9, etc.)
- **WWG** – Work Week Group – 2, E, or SE
- **Month and Year** – enter current month and year (example: June 2008)

**Permanent Intermittent (PI), Retired Annuitants, Employees working Alternate and Irregular Work Week Schedules** – Enter actual hours worked, in addition to time used, in the column titled “Hours Worked”.

**Overtime Only** – Enter all hours(s) in excess of your schedule for your time base in the overtime worked column. *Work Week Group E employees are not eligible for overtime compensation.*

**Climbing Pay** – If applicable, enter the appropriate code (SRE = Evenings; SRN = Night) and hours on day(s) when climbing pay is due.

**Unpaid Leave – Dock** – Enter hour(s) of dock on appropriate day(s). NOTE: *If pay was received for hours incorrectly reported, an accounts receivable will automatically be established to recover the over payment.*

**Sick Family Members and Bereavement Leave** – Both of these leave usages require the relationship of the individual to be provided.

**Proposition 1B** – Enter any hours worked relative to Proposition 1B in the Prop 1B Column. If all of your time is spent working on Prop 1B, check the box “Work 100%”.

**Accrued/Earned** and **Usage Only Benefits** – Enter hour(s) used or earned on appropriate day(s). Work Week Group “E” Employees – Do not enter any hours less than a full day of absence proportionate to your time base (example: half time, enter four (4) hours).

Print Time Report, sign, date, and submit to your supervisor at the end of each pay period. NOTE: If paid overtime exceeds ten (10) hours, the Division Chief's signature is required.

Contact your divisions assigned [Personnel Specialist](#) (Human Resources Branch, Transactions Section) for additional information or questions.