

TIMESHEET INSTRUCTIONS

Introduction:

Computer generated timesheets, form AD1743, will be distributed to each section at the first of each month. Each timesheet will contain information such as employee name, social security number, overtime eligibility, FLSA status, pay basis, etc. The timesheet for salaried employees subject to FLSA will contain a forecast of specific days and hours to be worked based on the work schedule code entered in the payroll system when timesheets are printed.

The timesheet is a three-part form. The form is designed to facilitate submission of a preliminary timesheet (**yellow copy**) to the payroll unit at a designated cutoff date and submission of a final timesheet (**white original**) after month end. Final timesheets will be utilized to process a supplemental payroll to pay additional wages due and make corrections to wages paid.

The payroll system obtains employee data from the personnel system. An employee must be entered to the personnel system before a timesheet or payroll can be generated. Blank timesheets must be completed manually to handle situations where preprinted timesheets are not provided.

Instructions:

Completion of the timesheet is the responsibility of the individual employee, timekeeper, ISDS coordinator, or supervisor as required by each work unit. Enter daily work and leave hours accurately per the following instructions. Record partial hours in quarter hour increments (i.e. $\frac{1}{4}$ or .25). The employee is required to sign the final timesheet verifying accuracy.

I. Salaried Employee – FLSA Non-Exempt:

Non-exemption is designated by an "N" in the O/T box on the timesheet. FLSA exempt employee should proceed to instruction Section II.

- A. Lines 01, 02, and 03 are preprinted *forecast* hours. Hours on these lines do not verify actual time.
Line 01 RG – forecast regular hours per work schedule.
Line 02 HO – forecast holiday off with pay.
Line 03 CTS – forecast holiday paid by compensatory time hour-for-hour when holiday falls on regular day off.
- B. Line 04 is used to record all actual hours worked.
- C. Lines 05 and 06 are used to record actual holiday compensation as applicable.

Record the actual hours on appropriate line 04, 05, or 06. If absent, place correct number of hours on the applicable line 08 through 14 per instruction D. below. Hours entered on lines 4, 5, and 6 cannot exceed 08 or 10 hours per day depending on the employee's work schedule. All hours in excess of 8 (or 10) per day must be recorded as either overtime (OT) on line 16, or compensatory time accrued (CTA) on line 19.

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- D. Lines 08 through 14 are used to record leave hours taken. If hours worked are less than 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.

Leave Without Pay, line 14: 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.

- E. Lines 15 through 19 are used to report all other pay types and, unless otherwise indicated, apply only to employees eligible for overtime. Enter actual number of hours worked unless indicated in Pay and Leave Type list.

- (OT) Overtime – enter actual hours worked, paid at 1½ times hourly rate.
(HP) Holiday pay – enter actual hours worked, paid at 1½ times hourly rate.
(SDE) Shift Differential – paid at shift differential rate. SDE is preprinted on timesheet and must be changed to correct shift differential code per the employees representation. Hours are rounded up to next whole hour if 30 minutes or more, down to next whole hour if less than 30 minutes.
(CTA) Compensatory Time Accrued – enter actual hours worked, accrues at 1½ hours for each hour worked.
(ONR) On-call hours – enter actual hours on call, paid at 1/6 the employee's hourly rate.

(See Pay and Leave Types list for other codes)

II. Salaried Employee – FLSA Exempt:

FLSA exempt employees shall record leave taken, not hours worked. Exemption is designated by an “N” in the O/T box on the timesheet.

- A. Line 01, 02, and 03 – no forecast hours
B. Line 04 is not used
C. Lines 05 and 06 are used to record actual holiday compensation as applicable.
D. Lines 08 through 14 are used to record leave hours taken. If hours worked are less than 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.

Leave Without Pay, line 14: 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.

- E. Lines 15 through 19 are used to report all other pay types and, unless otherwise indicated, apply only to employees eligible for overtime. Enter actual number of hours worked unless indicated in Pay and Leave Type list.

III. Hourly Temporary Employees:

- A. Lines 01, 02, and 03 – no forecast hours.
- B. Line 04 is used to record **all** regular hours (RG) worked each day. Do not record overtime hours on this line. All daily hours are recorded as RG until the employee has worked more than 40 hours in the work week Sunday through Saturday.
- C. Line 16 OT is used to record all hours worked in excess of 40 hours in the work week Sunday through Saturday.

IV. Employees without Preprinted Timesheets:

The following applies to those without preprinted timesheets, such as new hire, job change, etc.

- A. Obtain a blank timesheet. Type or print the agency number, employee name, social security number, scheduled days off, name of work unit and pay period end date.
- B. Follow instructions in Sections I. or II. for salaried employees, or Section III. for hourly employees. Your supervisor, payroll coordinator or personnel officer can tell you the employee's FLSA status.

V. Submitting Timesheets to Payroll Unit:

There will be two cutoff dates each month for submitting timesheets.

- A. Preliminary Timesheet (**yellow copy**) Cutoff: Only applies to employees paid on an hourly basis and to salaried employee who have leave without pay or additional paid hours.

Record information on timesheet through the cutoff date (15th). Remove third copy (canary color) and complete as follows:

1. Salaried employees subject to FLSA should update the forecast work schedule for any changes they know will occur for the balance of the month (i.e. VA, SL). Do not project premium pay such as OT or HP.
 2. Salaried employee's pay received at the first of the following month will reflect base salary plus premium hours submitted through the 15th.
 3. Hourly employees record actual hours through the 15th of each month. No hours are projected for the remainder of the month.
 4. Hourly employee's pay received at the first of the following month will reflect hours worked the 1st through the 15th of the previous month.
 5. Enter totals on the preliminary timesheet per instructions in Section B. below.
- B. Final Timesheet (**white original**) Cutoff: Is the last day of each month. Payroll Unit must receive completed timesheets by the second workday of the month following the period covered.

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1. Supervisor reviews timesheet for accuracy, signs, and forwards to Payroll Unit.
2. Salaried employees additional premium pay processed from the final timesheet will be distributed approximately mid-month of the following month.
3. Hourly employees pay for hours worked the 16th through the end of the month processed from the final timesheet will be distributed approximately mid-month of the following month.

REQUIREMENT:

Add each line individually and enter total in appropriate column on right of timesheet.

Add all totals in REG HRS column and enter grand total at bottom of column.

Add all totals in LWOP column and enter grand total at bottom of column.

Add all totals in MISC HRS column and enter grand total at bottom of column.

FLSA exempt employees shall enter a total for line 4 even though not required to report daily hours worked. Total is calculated as follows:

Line 4 total = full time hours minus line 5 hours minus all leave hours.

Note: full time hours are displayed at the bottom left of timesheet.

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

Employee **signs** timesheet. Supervisor reviews for accuracy, **signs**, and forwards the Final Copy (white copy) to Payroll Unit. Due to rigid deadlines, do not hold unsigned timesheets if the employee is not available. Mark the timesheet "Not Available", enter the date, and initial.

The second copy (pink copy) is retained at the work unit for *four years*.

VI. Timesheet Corrections:

The original timesheet does not leave the payroll unit once it is submitted. If you do not have a copy of the timesheet, contact Payroll to fax you a copy. Refer to DOC Policy 5.91.

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Corrections to final timesheets must be submitted in the following manner:

- A. Corrections made to a timesheet must be legible.
- B. Corrected timesheet must have all lines **re-totaled**
- C. Corrections made to a timesheet must be **re-signed** and **re-dated** by the supervisor (who signed the original timesheet). Payroll may call the supervisor or timekeeper for clarification if needed.
- D. The corrected timesheet needs to be faxed to DOC central Payroll Unit.
- E. If the correction results in additional pay, the employee must request a manual check through their supervisor.

VII. Terminating Employee Timesheets:

Completed timesheet must be forwarded to Payroll unit immediately. Call or 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.

VIII. REPORTING HOLIDAY PAY

A. Holiday falling on a day off for AFSCME, AOCE & OPEU represented :

Line 03 of timesheet will forecast 8 hours of additional pay in the form of comp. time on a one for one basis, CTS pay type. Record 8 hours CTS on line 06. If you need to pay employee cash instead of comp. time, enter 8 hours on line 07 (or a blank line) of timesheet with the pay type of CPH (Corrections Paid Holiday). This will pay 8 hours at the employees regular hourly rate of pay.

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 CPH or CTS per above. This is paid by recording the hours worked on line 17 HP pay type, not to exceed 8 hours. All hours worked in excess of 8 should be paid with the overtime pay code, OT.

Employee working 4/10 shift: Line 03 of timesheet will forecast 8 hours of additional pay in the form of comp. time on a one for one basis, CTS pay type. Record 8 hours CTS on line 06. If you need to pay employee cash instead of comp. time, enter 8 hours on line 07 (or a blank line) of timesheet with the pay type of CPH. This will pay 8 hours at the employees hourly rate of pay.

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 CPH or CTS per above. This is paid by recording the hours worked on line 17 HP pay type, not to exceed 8 hours. All hours worked in excess of 8 should be paid with the overtime pay code, OT.

B. Holiday falling on a work day for AFSCME represented :

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Line 02 of timesheet will forecast 8 hours of holiday off, HO pay type. Record 8 hours HO on line 05.

If employee works on this day they are also entitled to time-and-one-half pay for all time worked in addition to the HO per above. This is paid by recording the hours worked on line 17 HP pay type, not to exceed 8 hours. All hours worked in excess of 8 should be paid with the overtime pay code, OT.

Employee working 4/10 shift: Line 02 of timesheet will forecast 8 hours of holiday off, HO pay type. Record 8 hours HO on line 05. 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 per above. The first two (2) hours worked are recorded on line 04 as RG and two (2) hours are recorded on a blank line with the pay code HT (Half-time). Additional hours worked are recorded on line 17 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 03 of timesheet will forecast 8 hours of additional pay in the form of comp. time, CTS code. Record 8 hours on line 06 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 comp. 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 he/she is also entitled to time-and-one-half pay for time worked in addition to the CTS per above. This is paid by recording the hours worked on line 17 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 he/she is also entitled to time-and-one-half pay for time worked in addition to the CTS per above. This is paid by recording all hours worked on line 17 HP pay type.

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

Record 8 hours HO on line 05.

1. **FLSA Non-Exempt:**

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If employee works on this day they are also entitled to time-and-one-half pay for all time worked in addition to the HO per above. This is paid by recording the hours worked on line 17 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 employee works on this day they are also entitled to time-and-one-half pay for all time worked in addition to the HO per above. This is paid by recording all hours worked on line 17 HP pay type.

LEGAL COMPENSABLE HOLIDAYS

A. The following are legal compensable holidays:

New Year's Day in January

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 a holiday. Whenever a holiday falls on Saturday, the preceding Friday shall be recognized as a 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 day 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 a rotation shift 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.

Pay And Leave Types

TIMESHEET COLUMN

CODE	REG	LWOP	MISC	DESCRIPTION
CB			x	Employee released from duty or on-call status and is called back to work prior to normal starting time. Pay for hours worked, but no less than 4 hours straight time paid.
CPH			x	Corrections paid holiday at straight time for holiday that occurs on scheduled day off.
CTA			x	Compensatory time accrued at time and one half for working on a holiday or overtime that is converted to compensatory time.
CTG	x			Compensatory leave taken during job related injury.
CTH			x	Compensatory time earned at time and one half for work on a holiday.
CTL	x			Leave taken using previously earned compensatory time.
CTP			x	Payoff of compensatory time to maintain proper maximum accrual or upon termination of employment.
CTS			x	Compensatory time earned at straight time for a holiday falling on a scheduled day off or prior approved special projects for employees ineligible for overtime.
DL	x			Discretionary Leave granted Management Service employees based on performance evaluation. 40 hours MX.
EL	x			Paid time off for job related educational courses or training sessions.
FL	x			Funeral Leave.
GL	x			Eight hours additional paid leave when authorized by the Governor or in labor agreement.
GLF	x			Governor day paid leave taken while off due to FMLA.
GL1	x			Governor day paid leave taken while off due to OFLA.
GL2	x			Governor day paid leave taken while off due to combined OFLA and FMLA.
GLG	x			Governor day paid leave taken while off due to job related injury or illness (SAIF).
GLJ	x			Governor day paid leave taken for early return of injured worker.
HO	x			Holiday leave taken. Holidays defined by labor agreement.
HOF	x			Holiday leave taken while off due to FMLA.
HO1	x			Holiday leave taken while off due to OFLA.
HO2	x			Holiday leave taken while off due to combined OFLA and FMLA.
HOG	x			Holiday leave taken while off due to job related injury or illness.
HOJ	x			Holiday leave taken for early return of injured worker.
HP			x	Compensation at time and one half for hours worked on a holiday.
JD	x			Paid leave for jury service.

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TIMESHEET COLUMN

CODE	REG	LWOP	MISC	DESCRIPTION
JR	x			Paid leave while on job rotation.
LE		x		Educational Leave Without Pay (LWOP)
LF		x		Suspension LWOP
LG		x		Job related injury or illness LWOP
LM		x		Maternity LWOP
LO		x		Other LWOP – to be used when absence is not covered by any other leave without pay code.
LOF		x		LWOP during Federal Family Medical Leave
LO1		x		LWOP during Oregon Family Leave Act medical leave.
LO2		x		LWOP during combined FMLA and OFLA medical leave.
LS		x		Sick leave LWOP when accrued sick leave is exhausted
LU		x		Unexcused LWOP
LV		x		Vacation LWOP when accrued vacation leave is exhausted
LX		x		Leave without pay granted for military duty. Usually limited to maximum of four years.
ML	x			Paid leave for discharging annual active duty military obligation. Maximum of 88 hours yearly October 1 through September 30.
MPL	x			Miscellaneous paid leave (used only in rare circumstances such as suspension with pay).
ONR			x	On Call (replaces the old SB code).
OT			x	Compensation at time and one half the regular hourly rate of pay for time worked in excess of 40 hours per work week or as defined in labor agreement.
PB	x			Personal Business leave for OPEU and Management only.
PR	x			Paid leave to pursue bona fide pre-retirement counseling programs. 28 hours maximum.
RG	x			Regular pay at straight time rate for hours worked.
RGG	x			Regular pay at straight time rate while on job related injury.
RGM	x			Pay at straight time rate for employees returned from job related injury and working modified duties (light duty).
SDP			x	Shift differential pay for hours worked other than day shift. Nurses Only (Note: change SDE code on timesheet to SDP)
SDZ			x	Shift differential pay for hours worked other than day shift. (Note: change SDE code on timesheet to SDZ)
SL	x			Paid leave of absence from employment which is due to illness, bodily injury, disability resulting from pregnancy, necessary medical or dental care, etc. Must have accrued sick leave available. Note: Sick Leave accrual is pro-rated for all LWOP time.
SLF	x			Sick leave taken due to FMLA.
SL1	x			Sick leave taken due to OFLA.
SL2	x			Sick leave taken due to combined FMLA and OFLA.

TIMESHEET COLUMN

CODE	REG	LWOP	MISC	DESCRIPTION
SLG	x			Sick leave taken during job related injury.
SLJ	x			Sick leave taken during early return to work program.
STA			X	TO BE USED ONLY WITH AUTHORIZATION FROM PAYROLL
TAP			x	Turn-around-pay (shift change penalty) paid at straight time rate to comply with overtime rules when also paid by salary.
UBP	x			Paid leave to conduct union business.
UST			x	Unscheduled straight time hours. Can be used to pay shift change penalty pay, or to pay minimum hours owed for call back situations.
VA	x			Vacation time used. Must have accrued vacation leave available. Note: Vacation Leave accrual is pro-rated for all LWOP time.
VAF	x			Vacation leave taken during FMLA
VA1	x			Vacation leave taken during OFLA
VA2	x			Vacation leave taken during combined FMLA and OFLA
VAG	x			Vacation leave taken during job related injury leave.
VAJ	x			Vacation leave taken during early return to work program