



MEMORANDUM

To: Department Heads
From: Linda Williams, Deputy Finance Director
Subject: Timesheet Review Reminders
Date: March 14, 2011

This is a reminder of the items you should verify on employee timesheets before signing. Your help with these items will improve the biweekly payroll process.

Hours Worked Section

- The employee has signed the timesheet.
- The pay period dates listed in the upper right corner are correct.
- The dates along the left side are correct and correspond with the day of the week.
- The hours worked match the employee's Time In/Time Out and appear reasonable based on your knowledge of the employee's attendance.
- The sum of the total hours worked each day is correct.
- The sum of the total hours worked, vacation leave, sick leave, etc. is correct each week.
- The sum of the total hours worked, vacation leave, sick leave, etc. is correct for the two-week pay period.

Accruals Section

- The carried forward balances for vacation leave, sick leave, etc. are correct. These should match the correct ending balance from the previous payroll.
- The amounts listed for vacation leave and sick leave earned each month are correct. Monthly accruals are earned when the pay period date range includes the first day of a month.
- Any accrual amounts used in the top section of the timesheet are carried down to the accruals records section at the bottom. Please verify the amounts are correct.
- The carry over balance is correct. $\text{Carried Forward} + \text{Earned this Period} - \text{Used this Period} = \text{Carry Over balance}$.
- Comp time is calculated by taking the excess of 40 hours actually worked in a week and multiplying by 1.5. Be sure to calculate this for each week separately and not for the pay period as a whole.
- Per the County Personnel Policy, comp time available must be used before vacation or sick leave.

A blank timesheet in Excel format is available under the Employee Information section of the County website. It is password protected so the formulas cannot be changed. Please contact Joe Munday or myself if you have questions or need assistance.