

## Timesheet Field Audit

<b>Purpose</b>	To ensure an accurate record of time earned and taken for each employee.
<b>Source Documents</b>	HCM Timesheet Labor Contracts
<b>Outcome</b>	Timely and accurate timesheet processing for each employee by pay cycle.

### ELIGIBLE TIMESHEET VALUES - CONVERSION

	<u>Minutes</u>	<u>Tenths</u>
	6	.10
	12	.20
	15	.25
	18	.30
	24	.40
	30	.50
	36	.60
	42	.70
	45	.75
	48	.80
	54	.90
	All time reported must be rounded to one of the nearest decimals shown above.	
	Overtime may not be shown in increments of less than ¼ of an hour.	

### (+) AND (-) ADJUSTMENTS

	Adjustments must have PPE (pay period end) date noted in comments, if no PPE date, remove adjustment from timesheet.
	<b>NOTE:</b> Adjustments pre-COLA will need the adjusted hourly rate entered.
	<b>Generally (-) negative adj. needs (+) positive adj. to offset the money.</b>
	<u>Example adjustment for incorrect leave type used:</u>
	04- takes away money and gives back leave
	02+ gives money and takes away leave
	<u>Example of cash O/T not paid previously:</u>
	12+ pays overtime at straight time
	2P+ pays overtime at time and a half
	<u>Example of comp O/T not paid previously:</u>
	13+ pays overtime at straight time
	3P+ pays overtime at time and a half

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### SUBSTITUTION OF LEAVE

Substitutions for one form of leave for another as follows:

If employee reports Sick Leave and has no balance left, they must go OFF payroll, per Labor Contracts

Annual/Comp/Personal leave may be swapped if not enough of one or the other. Codes for Paid LOA MUST have an action on system. Ex: Code 27(except for Code 24) must use this type of leave if an action was NOT filed on time.

### \*\*\*TIMESHEET MUST MATCH HCM STATUS\*\*\*

**NOTE:** for leave types with PAY, when substituting leave, you must use the employee's Annual/Comp/Personal leave, **NOT** Sick.

#### **Code 07 – Off Payroll**

- Short durations okay (per Labor Contract), however, if for an entire pay period, Personnel Action must be filed indicating status of employee. If employee has this code for more than ONE pay period, the Personnel Officer. This does not count for temps, they do not need a timesheet if off payroll for entire pay period.

#### **Code 16 / 17 – Cash / Comp Call In**

- Employee is guaranteed a minimum of 4 hours. If less than 4 hours, change to 4 hours. (This is not for multiple trips per day.)

#### **Code 20 – Approved Leave Without Pay**

- Personnel Action Required.
- If no action on system, change to Code '07'.

#### **Code 22 – Military Leave Without Pay**

- Personnel Action Required
- If no action on system, change to Code '07'.

#### **Code 23 – Jury Duty**

No personnel action required if sporadic.

#### **Code 24 – Worker Compensation**

- Personnel Action required and voucher from Risk management are required.
- If no action, use leave that pay period. Once action is filed, adjustment codes can be made the following payroll.

VSP: No Voucher, use leave and change Code 24 or 08 to Leave usage.  
Voucher, change Code 24 to 08 (*Cont Adj will compute in error*)

#### **Code 25 – Military Leave with Pay**

- Personnel Action required.
- If no action, use leave (not sick) that pay period. Once action is filed, adjustment codes can be made the following payroll.

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	<p><b>Code 26 – <u>Educational Leave with Pay</u></b></p> <ul style="list-style-type: none"> <li>• No personnel action required if not for entire pay period.</li> <li>• If for an entire pay period and there is no action, use leave. Once action is filed, adjustments can be made the following payroll.</li> <li>• Approval obtained from Employee Relations.</li> </ul> <p><b>Code 27 – <u>Administrative Leave with Pay</u></b></p> <ul style="list-style-type: none"> <li>• Personnel Action is required for entire pay period.</li> <li>• If no action, use leave that pay period. Once action is filed, adjustments can be made on next timesheet.</li> <li>• This code <b>MUST</b> note reason for use in comments section on timesheet.</li> </ul> <p><b>Typical uses for this code (27):</b></p> <p><u>Relief from Duty</u> Personnel action required for entire pay period. If no action, Contact your Personnel Officer inquiring when the extension will be filed. Dates using this code must match dates on HCM. (<i>Watch dates in comments of action</i>)</p> <p>Extensions require approval from Labor Relations.</p> <p><u>Worker's Comp – Dr. Appointments</u> Must have comment in section indicating Dr. Appointment, etc.</p> <p><u>VSEA Steward meeting</u> Must have comment in section indicating VSEA meeting.</p>
<b>NIGHT &amp; WEEKEND SHIFT</b>	
	<p>CANNOT have both WS and NS on same day. If you see this on timesheet, remove both amounts for that day.</p> <p><b>TEMPS cannot receive WS. They are only eligible for NS. Remove WS from timesheet.</b></p> <p>First shift employees cannot receive shift differential for working into the 2<sup>nd</sup> or 3<sup>rd</sup> shifts – this is regular OT!</p>
<b>Night Shift</b>	<p><b>NS- Night Shift differential</b></p> <ul style="list-style-type: none"> <li>• No such shift as NS 01 (first shift) – remove</li> <li>• 02 = second shift</li> <li>• 03 = third shift</li> <li>• Monday – Friday for 02 and 03</li> <li>• *Note, if they have NS for all days, including weekends, don't change anything.*</li> </ul>

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<b>Weekend Shift</b>	<b>WS – Weekend Shift differential</b> <ul style="list-style-type: none"> <li>• Must be listed for the weekend</li> <li>• Can list first shift (01) for this code</li> <li>• Friday is 03 shift only</li> <li>• Saturday is 01/02/03</li> <li>• Sunday is 01 &amp; 02 only</li> <li>• If WS 03 on a Sunday or any weekday – remove.</li> </ul>
<b>HOLIDAY PAY</b>	
	<b>Code 75</b> – Normal day to work (cash) <b>Code 65</b> - Normal day off (cash) <b>Code 15</b> – Normal day off (comp)  <b>REMINDER:</b> Employees working alternate work schedule.... If employee reverts back from 699 work schedule to 5 (8) hour days, the holiday becomes their regular scheduled work day.
<b>Temporary Employee</b>	<ul style="list-style-type: none"> <li>• Temps do NOT receive holiday pay. If they worked, use a code 01 for # of hours worked</li> <li>• Unpaid LOA (leave of absence) do NOT receive holiday pay.</li> <li>• Employees can only receive 8 hours of holiday pay (for FULL time – pro rated for part time employees) <b><u>EXCEPTIONS are:</u></b> <ul style="list-style-type: none"> <li>○ Troopers</li> <li>○ Liquor</li> <li>○ Game Wardens</li> <li>○ Fire Fighters</li> <li>○ DMV Mobile Van Unit</li> </ul> </li> </ul>
<b>Terminations</b>	<ul style="list-style-type: none"> <li>• MUST have “01” hours on their final day of employment, only exception is an employee out on Health LOA using Sick Leave.</li> <li>• On the day before a legal holiday, employee is eligible to be paid for the holiday.</li> <li>• However, <u>if terminating on a Friday (1<sup>st</sup> week) and the holiday falls on the following Monday (2<sup>nd</sup> week) they DO NOT get holiday!</u></li> </ul> <p><b>NOTE!!</b> All Code 01 hours must be positive reported. (NO blank ‘01’).</p>
<b>Floating Holiday – Columbus Day</b>	<p>This is a regular WORK day. No need to code with anything other than ‘01’ if worked.</p> <ul style="list-style-type: none"> <li>• If worked: Comp time will be credited based on Pro-rate factor</li> <li>• If did NOT work: Code with 05 for the number of hours not worked. (Only Holiday employees can earn/use in same pay period)</li> </ul>
<b>Day After Thanksgiving</b>	<ul style="list-style-type: none"> <li>• Must use a code 15 (comp) if normal day off</li> <li>• Part time employees must code the actual hours they WOULD have worked had it not been a holiday.</li> <li>• The first (8) hours of OT will be paid at straight time Comp (this pertains only to OT codes 12/13). Call in code 16 is not subject to this restriction</li> </ul>

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### DELAYED OPENING – EMERGENCY CLOSING

#### Code 11 – Reduced Workforce

- Only allowed if approved by Labor Relations
- Pays straight time comp.
- If employee *stayed at the office*, # of hours stayed before/past the closing coded with Code 11 and 8 hours coded with Code 01.
- If employee was *not at the office* then all hours are coded with Code 01.

### PRIOR YEAR COMP PAY OUT

**May 1st**

Memo from Employee Relations is sent out with exact dates / pay period that these can be done in. ONLY DESIGNATED pay periods are available for comp time pay off.

- Labor Contract Overtime Article permits appointing authorities, at their sole discretion to “buy out” certain employee Comp Time off balances on or about May 1<sup>st</sup> of each year.
- Mandatory comp time, such as comp time earned for OT work on a holiday or granted for working on a floating holiday cannot be bought out.
- Appointing authorities must send a memo to Payroll containing the employees name(s), employee number(s), and the amount of comp time being paid off by the deadline date given in the memo
- **Code 77** is used for pay off

**June 30**

- Year A and Year B – “...the first full pay period in July through the pay period which includes June 30” (contract)
- Pay off is ONLY for prior year comp
- Amounts for payoff must be on timesheet for assigned pay period or the prior comp balance is lost
- **Code 67** – PCMP (prior year comp)
- **Code 77F** – HOLP (prior year holiday comp)