



**Time and Attendance Codes**

0031 Admin – Jury Duty  
 0032 Admin - Witness  
 0033 Admin – Military Exam  
 0034 Admin – Death In Family  
 0035 Admin - Voting  
 0036 Admin – Exam/Interview  
 0037 Admin - ATHL Complete  
 0038 Admin – Disaster Serv Volunteer  
 0044 Admin - Mentoring  
 0045 Admin – Office Closure  
 0046 Admin - FRML Investigation  
 0048 FSWP LWOP  
 0049 FMLA LWOP  
 0051 Annual Leave  
 0052 Sick Leave  
 0053 Family Sick Leave  
 0054 Regular Comp Leave  
 0055 Special Comp Leave  
 0056 Other Admin Leave  
 0057 Military Training Leave  
 0058 Authorized LWOP  
 0059 Unauthorized LWOP  
 0060 Worker’s Comp LWOP  
 0061 National Guard Leave  
 0062 Educational Leave With Pay  
 0063 Educational Leave W/O Pay  
 0065 Disability Pay  
 0066 Personal Holiday  
 0067 No Pay Status (D&B ONLY)  
 0068 Parental Leave  
 0069 Active Military Leave  
 0070 Special Holiday Comp Leave  
 0075 Veteran’s Disability Leave  
 0076 Personal Leave (D&B ONLY)  
 0080 Admin - Family  
 0082 Active Mil W/ Pay Suppl  
 0083 Active Mil W/O Pay Suppl  
 0085 FLSA Comp Leave  
 1000 Regular Work  
 1002 On Call  
 1004 Call Back  
 1008 Mentoring - Unpaid  
 1015 FNA Disaster Pay  
 1016 Regular Comp Payable  
 1017 SES Extraordinary Pay  
 1018 FNA Hours

**No code is required if entering normal hours worked**

**This timesheet is for two weeks. If you are a monthly employee, you will need to use an additional timesheet.**

**Required Fields**

Fields marked with a double \*\*, denotes that it is a REQUIRED field in order for timesheet to be processed.

**Page Number:**

If you are filling out multiple timesheets, make sure that you number each page in order. For example, if you fill out 4 time sheets for the month, mark each page in the “Page \_\_\_ Of \_\_\_” field. So your first page would be Page 1 of 4, then Page 2 of 4, then Page 3 of 4, etc.

**Employee Name:**

Print LAST name, then FIRST name, then middle initial.

**User ID:**

Print User ID number.

**OPS Check Box:**

Check this box if you are an OPS Employee.

**Agency Position Code:**

Print your 2 digit Agency code. Then print your 6 digit Position Code.

**Employee Signature and Date:**

Sign your name and print the date signed.

**Pay Period From:**

Print your pay period begin date in the MM / DD / YY format.

**Pay Period To:**

Print your pay period ending date in the MM / DD / YY format.

**FMLA Check Box:**

If you are claiming FMLA leave time, check this box for each hours type which should be counted as FMLA.

**Total Hours Week:**

Print your total hours for the current week.

**OT Code (Overtime Reason):** Print the code that corresponds with any hours worked that would be counted as overtime. You will be able to find the codes in the User Guide on the People First web site or speak with your supervisor.

**Approver Name:**

Print Supervisor or Approver’s name.

**Approver Telephone Number and E-mail:**

Print Supervisor or Approver’s telephone number and e-mail address if applicable.

**Approver Signature and Date:**

Supervisor or Approver signature and date signed. **Timesheet will not processed without this field being signed.**

**Print all fields inside the given boxes**

\*\*PLEASE PRINT Employee Name ( Last Name, First Name MI )

**Figure 1: (Open) Fields**

Please print and keep all characters inside the open box.

\*\*Employee ID

1	2	3	4	5	6
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**Figure 2: Required (Blocked) Fields**

Required fields are indicated by the \*\* (double asterisk) on the title of each field. These fields must be filled in for the timesheet to be processed. Please print and keep each character inside each box **without touching** the box sides.

WEEK ONE	FRI	1	3	
HRS TYPE	0	0	5	2
HOURS (HRS   MIN)		7	7	5

FMLA	<input checked="" type="checkbox"/>
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**Figure 3: Recording Hours**

The top line of the ‘Date’ field is pre-populated with the days of the week, starting with the first day of the work week, Friday. You must fill in the numeric date for each day. *Example:* If the Friday happened to be the 13th of the month, enter ‘13’ in the field to the right of the ‘FRI’ label, ‘14’ to the right of ‘SAT’, etc.

**Two fields must be completed to report time.** The **first** field, ‘Hrs Type’, must have a valid value from the Time and Attendance table, unless you are recording regular work time. If you are recording regular work hours, no value is required in the ‘Hrs Type’ field. The **second** field, ‘Hours’, is broken down into two parts. Part one, left of the double thick line, accepts whole hour values between 0 (zero) and 24. Part two, right of the double thick line, accepts the DECIMAL hour values, i.e. 15 minutes = 25, 30 minutes = 50, and 45 minutes = 75. As example, if you worked 7 hours and 45 minutes, you would enter 7 in part one of the ‘Hours’ and 75 in part two, for a total of 7.75 hours. Additionally, there is checkbox to claim FMLA hours

FTE: \_\_\_\_\_

Check One: \_\_\_\_\_ CS \_\_\_\_\_ SES \_\_\_\_\_ SMS

Check One: \_\_\_\_\_ Included \_\_\_\_\_ Excluded \_\_\_\_\_ Exempt

\_\_\_\_\_ Bi-Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ 28 Day

COMMENTS:

**Reminders for filling out the timesheet**

←Please refer to the column to the left for illustrations as to how you fill out the timesheet

Always make sure that you list the ACTUAL date that you are recording time for in the date box. The next step is to enter the number of hours. The timesheet starts with the beginning of the work week. The beginning of the work week will begin with Friday.

**OTHER INFORMATIONAL FIELDS**

The data recorded within the fields below are for informational purposes in order to assist in the review of the time entries. Information contained within the People First system will continue to be the official system record for the actual position data.

**FTE** – Enter the FTE value that you occupy on the position that you are reporting your time.

**CS/SES/SMS** – Check the classification for which you are reporting your time.

**Included/Excluded/Exempt** – Check the status for which you are reporting your time.

**Comments** – This field is reserved for employee’s or supervisor’s comments.