

66Time 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 one week only. A separate timesheet will be required for each week.

Required Fields

Fields marked with a double **, denote that it is a REQUIRED field needed to complete the manual time reporting process.

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 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:

Check this box if FMLA leave time is being used on this day. These hours should be recorded as your first hours type. If additional hours types are to be counted toward FMLA, this must be noted in the comments section.

Weekly Total Hours:

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 email address, if applicable.

Approver Signature and Date:

Supervisor or Approver signature and date signed.

. Timesheet will not be 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

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	F	R	I	F	M	T	W
ONE							
HRS TYPE	0	0	5	2			
HOURS (HRS MIN)		7	7	5			

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 need be entered in ‘Hrs Type’. 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.

CHARGE OBJECT																															

Figure 4: Top and Bottom Line Usage

The ‘Charge Object’ field is 32 characters long. The first 16 characters of the ‘Charge Object’ are placed on the top line with the remaining characters placed on the bottom line. The population of the top and bottom lines applies to both ‘Activity’ and ‘Sub-activity’ as well.

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. If you are documenting a charge object for hours worked you will need to make sure that you have the proper form. The proper form shows a charge object field in the far left-hand area of the timesheet. The time sheet 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 or supervisor comments.