

# ELECTRONIC TIMESHEET

1. All Group 11, Group 12, part-time and hourly employees must complete and submit their Timesheets on their last work day of the week.
2. All employees must follow the usual timesheet rules, codes, and procedures when recording all of the information to be submitted for approval.
3. Approvers must finalize and submit all timesheets to Payroll by end of day Monday.

**REQUIRED FIELDS APPEAR IN RED**

**FACILITY NAME:** \_\_\_\_\_

**LAST, FIRST NAME:** \_\_\_\_\_ **TKID#:** \_\_\_\_\_

**WEEK#:** \_\_\_\_\_ **DIST. CODE:** \_\_\_\_\_ **DEPT.:** \_\_\_\_\_

**FROM:** \_\_\_\_\_ **TO:** \_\_\_\_\_ **WEEKLY HOURS:** \_\_\_\_\_ **GROUP CODE:** \_\_\_\_\_

START TIME                      END TIME

DATE	IN	OUT	CODE	REIMB.CODE
SUN. _____				
MON. _____				
TUE. _____				
WED. _____				
THU. _____				
FRI. _____				
SAT. _____				

**CODE LIST:**

- |   |                                    |
|---|------------------------------------|
| 01. DAY OFF/EXCUSED TIME                      | 35. MILITARY LEAVE                 |
| 02. ANNUAL LEAVE                              | 36. TERMINAL LEAVE/SEPARATION      |
| 03. SICK LEAVE                                | 37. UNEXCUSED LATENESS             |
| 04. COMP TIME USED (GROUP 12)                 | 38. FFCRA (MetroPlus Only)         |
| 05. JURY DUTY                                 | 40. HOLIDAY ALL PAY (GROUP 12)     |
| 06. ABSENT WITHOUT PAY                        | 41. HOLIDAY ALL COMP (GROUP 12)    |
| 07. EDUCATION                                 | 42. HOLIDAY PREMIUM PAY (GROUP 12) |
| 08. DEATH IN FAMILY                           | 43. ADDITIONAL TOUR (GROUP 12)     |
| 09. ADMIN LEAVE (GROUP 11)                    | 44. INCLUDES MEAL TIME             |
| 10. AWS TIME (GROUP 11)                       | 45. ADVANCED ANNUAL LEAVE          |
| 11. SUMMER/HEAT HRS USED (GROUP 12)           | 46. ON CALL                        |
| 12. SUMMER SHORTENED WORK SCHEDULE (GROUP 12) | 47. SUSPENSION WITH PAY            |
| 13. SHIFT CHANGE                              | 48. MEAL TIME 60 MIN (GROUP 12)    |
| 14. MEAL TIME NO LUNCH (GROUP 12)             | 49. UNSCHEDULED ANNUAL LEAVE       |
| 15. MEAL TIME 30 MIN (GROUP 12)               | 50. UNSCHEDULED SICK LEAVE         |
| 16. OFF-SITE WORK                             | 51. WTC INITIAL MEDICAL EVALUATION |
| 17. INFECTION CONTROL                         | 52. TELECOMMUTING                  |
| 18. SUSPENSION W/O PAY (GROUP 12)             | 53. CANCER SCREENINGS              |
| 19. HOLIDAY PAY FOR PASS DAY (PREV RATE)      | 54. TOUR 1                         |
| 20. 3.4 ADV SICK LEAVE                        | 55. FMLA LEAVE                     |
| 21. 3.5 EXT SICK LEAVE                        | 56. INTERMITTENT FMLA              |
| 22. WORK COMP W/PAY 7.1                       | 57. FAMILY SICK LEAVE              |
| 23. WORK COMP OPTION 2                        | 58. PRECEPTOR (RN)                 |
| 24. WORK COMP OPTION 1                        | 59. NURSE IN CHARGE                |
| 25. WORK COMP 7.2A                            | 60. FLOATING HOLIDAY PAY (MCMEA)   |
| 26. WORK COMP 7.2B                            | 61. MD HAZARD PAY                  |
| 27. HOLIDAY                                   | 62. MILITARY - EXTENDED BENEFIT    |
| 28. COMP TIME EARNED (GROUP 12)               | 63. FLOATING HOLIDAY USED          |
| 29. OVERTIME (GROUP 12)                       | 64. PERSONAL LEAVE (NURSES)        |
| 30. MVA (MOTOR VEH OPER)                      | 65. REASONABLE ACCOMMODATION       |
| 31. MVO (MOTOR VEH OPER)                      | 66. PARENTAL LEAVE (GROUP 11)      |
| 32. RESPONSIBILITY PAY                        | 67. CONTINUOUS PFL                 |
| 33. STAND-B Y (GROUP 12)                      | 68. INTERMITTENT PFL               |
| 34. RECALL/CALL-IN (GROUP 12)                 | 73. PFL USING ACCRUED LEAVE TIME   |
|   | 77. VOTING TIME                    |

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approver's Signature**

\_\_\_\_\_  
**Date**