City of San Rafael Timesheets Guide 2018   *Updated 12-2018*

Schedules

Every month has 2 pay periods

There are 5 types of employees

First pay period	1st - 15th of the month	**Regular Exempt**	*No overtime after 37.5 hrs/week (or flex schedule weekly cap)*
Second pay period	16th- last day of the month	**Regular Non-Exempt**	*Overtime after 37.5 hrs/week (or flex schedule weekly cap)*
		Fixed-term Exempt	*No overtime after 40 hrs/week*
The standard City of San Rafael work week is 37.5 hours/week.		**Fixed-term Non-Exempt**	*Overtime after 40 hrs/week*
		Temp	*Overtime after 40 hrs/week* *1000 hours max per fiscal year*

There are two possible schedules employees can be on:

Standard	7.5 hours/day
Flex (A or B)	8.4 hours/day, alternating Fridays off with 7.8 hour day on Friday worked

Sample 2 weeks for the different schedule types:
Regular hours

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total hours: 2 weeks
Standard	7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			75
Flex - Sch. A	8.4	8.4	8.4	8.4	0			8.4	8.4	8.4	8.4	7.8			75
Flex - Sch. B	8.4	8.4	8.4	8.4	7.8			8.4	8.4	8.4	8.4	0			75

Schedule (4/1-4/15)

	1-Apr	2-Apr	3-Apr	4-Apr	5-Apr	6-Apr	7-Apr	8-Apr	9-Apr	10-Apr	11-Apr	12-Apr	13-Apr	14-Apr	15-Apr	Total hours
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Standard		7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			75
Flex - Sch. A		8.4	8.4	8.4	8.4	7.8			8.4	8.4	8.4	8.4	0			75
Flex - Sch. B		8.4	8.4	8.4	8.4	0			8.4	8.4	8.4	8.4	7.8			75

Schedule (4/16-4/30)

	16-Apr	17-Apr	18-Apr	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr	25-Apr	26-Apr	27-Apr	28-Apr	29-Apr	30-Apr	Total hours
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
Standard	7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	82.5
Flex - Sch. A	8.4	8.4	8.4	8.4	7.8			8.4	8.4	8.4	8.4	0			8.4	83.4
Flex - Sch. B	8.4	8.4	8.4	8.4	0			8.4	8.4	8.4	8.4	7.8			8.4	83.4

Schedule (5/1-5/15)

	1-May	2-May	3-May	4-May	5-May	6-May	7-May	8-May	9-May	10-May	11-May	12-May	13-May	14-May	15-May	Total hours
	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	
Standard	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	7.5	82.5
Flex - Sch. A	8.4	8.4	8.4	7.8			8.4	8.4	8.4	8.4	0			8.4	8.4	83.4
Flex - Sch. B	8.4	8.4	8.4	0			8.4	8.4	8.4	8.4	7.8			8.4	8.4	83.4

Schedule (5/16-5/31)

	16-May	17-May	18-May	19-May	20-May	21-May	22-May	23-May	24-May	25-May	26-May	27-May	28-May	29-May	30-May	31-May	Total hours
	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	
Standard	7.5	7.5	7.5			7.5	7.5	7.5	7.5	7.5			7.5	7.5	7.5	7.5	90
Flex - Sch. A	8.4	8.4	7.8			8.4	8.4	8.4	8.4	0			7.5	8.4	8.4	8.4	90.9
Flex - Sch. B	8.4	8.4	0			8.4	8.4	8.4	8.4	7.8			7.5	8.4	8.4	8.4	90.9

Electronic Timesheets

Timesheet Status

Timesheet not opened	Gray box	6172	400	**FOSTER, CHRISTINE M**

3304-003 - ADMINISTRATIVE ANALYST - Public Works Administration
04/16/2018 - 04/30/2018
05/01/2018 - 05/15/2018

Employee needs to close timesheet

Timesheet not closed	Red box	6418	400	**MANRIQUES, NALLELY G**

1448-001 - OFFICE AIDE - ADMIN INTERN - Public Works Administration
04/16/2018 - 04/30/2018 - 1 - GUERIN, BILL
05/01/2018 - 05/15/2018

Employee needs to close timesheet

Timesheet closed	Green box	6384	400	**DAVINI, LAUREN G**

1618-001 - TRAFFIC ENGINEER - Public Works Engineers
04/16/2018 - 04/30/2018 - 1 - SOLLA, CHARMINE
05/01/2018 - 05/15/2018

Employee OK

Entering hours

Regular Exempt	Regular time (above) does not need to be entered. No time entered for a day means the systems defaults to regular hours worked
Regular Non-Exempt	
Fixed-Term Exempt	
Fixed-Term Non-Exempt	Regular time (above) needs to be entered **every day worked**. No time entered for a day means the systems defaults to **no** hours worked
Temp Employees	Regular time (above) needs to be entered **every day worked**. No time entered for a day means the systems defaults to **no** hours worked

Holidays

All employees except Temps are given 7.5 hours of regular pay on a holiday

Regular Exempt	Do not need to enter any hours for the 7.5 hours of regular pay for the holiday. If an employee is on a Flex schedule and they took the full day off they
Regular Non-Exempt	must enter 0.9 hours of other leave (vacation, etc.): 8.4 - 7.5 = 0.9
Fixed-Term Exempt	
Fixed-Term Non-Exempt	Holiday should be entered like a regular work day. 7.5 hours 8159 - Fixed Term - PARS.
Temp Employees	No holiday pay. If employee did not work on holiday, timesheet should be left blank

Overtime

Regular Exempt	No overtime
Regular Non-Exempt	Overtime after 37.5 hrs/week (or flex schedule weekly cap)
Fixed-Term Exempt	No overtime
Fixed-Term Non-Exempt	Overtime after 40 hrs/week (or flex schedule weekly cap)
Temp Employees	Overtime after 40 hrs/week (or flex schedule weekly cap)

Example 1: Regular Employee/ Fixed-Term Exempt on either Schedule - all regular hours worked - no need to enter regular hours worked

04/23/18 - Monday	Logged:	**0.00**
04/24/18 - Tuesday	Logged:	**0.00**
04/25/18 - Wednesday	Logged:	**0.00**
04/26/18 - Thursday	Logged:	**0.00**
04/27/18 - Friday	Logged:	**0.00**

Example 2: Regular Employee/ Fixed-Term Exempt on either Schedule - vacation leave

Mon-Thurs days off will be entered 8.4 hours vacation leave. A Friday off -which would normally be worked- will be entered 7.8 hours leave time
A Friday off which would not normally be worked will be 0 hours leave time entered -- left blank

11/29/18 - Thursday		Logged: **8.40**
Hours / Hour Type		
8.4	62 - VACATION LEAVE	
Note:		
11/30/18 - Friday		Logged: **7.80**
Hours / Hour Type		
7.8	62 - VACATION LEAVE	

Example 3: Fixed-Term Non-Exempt Employee - all regular hours worked - ALL hours worked must be entered

04/16/18 - Monday		Logged: 7.50
Hours / Hour Type		
7.5	8159 - FIX-TERM - PARS	
Note:		

04/17/18 - Tuesday		Logged: 7.50
Hours / Hour Type		
7.5	8159 - FIX-TERM - PARS	
Note:		

Example 4: Fixed-Term Non-Exempt Employee - 8 regular hours worked, overtime inputted after regular hours total WEEKLY cap of 40 hours/week

04/20/18 - Friday		Logged: 13.00
Hours / Hour Type		
5	21 - OVERTIME	
Note:		
Hours / Hour Type		
8	8159 - FIX-TERM - PARS	
Note:Sweeping for Fire Dept. From Station #51.		

Example 5: Regular or Fixed-Term Exempt Employee on Flex Schedule - no regular hours worked for a day (2.85 sick hours, 5.55 admin leave)

04/19/18 - Thursday		Logged: 8.40
Hours / Hour Type		
2.85	61 - SICK	
Note:		
Hours / Hour Type		
5.55	60 - ADM LEAVE	
Note:		

Example 6: Regular or Fixed-Term Exempt Employee on Standard Schedule - 7.5 hours worked + 0.50 hours Comp Time earned

04/23/18 - Monday		Logged: 0.50
Hours / Hour Type		
0.5	46 - COMP TIME EARNED	
Note:		

Example 7: Regular Employee on Standard Schedule - 4 hours Sick time, 3.5 hours Regular time

04/18/18 - Wednesday		Logged: 4.00
Hours / Hour Type		
4	61 - SICK	
Note:		

Example 8: Regular Employee on Standard Schedule - worked regular day, but Out of Class
*7.5 hours Out of Class (5% addition to regular pay) **25p - 5% hourly/OC (Pepra employees hired after January 1, 2013)***

04/30/18 - Monday		Logged: 7.50
Hours / Hour Type		
7.5	25p - 5% HOURLY/OC - Pepra	
Note:Backhoe trash run		

Example 9: Regular Employee on Standard Schedule - on Light Duty, worked regular day, but Out of Class
7.5 non-regular hours (Light Duty)
*7.5 hours Out of Class (5% addition to regular pay) **25 - 5% hourly/OC (employees hired before January 1, 2013)***

04/17/18 - Tuesday		Logged: 15.00
Hours / Hour Type		
7.5	25 - 5% HOURLY/OUT OF CLASS	
Note:Drove Street Sweeper		
Hours / Hour Type		
7.5	51 - LIGHT DUTY WORKERS COMP	
Note:		

Example 10: Holiday for Regular employees or Fixed Term exempt on flex schedule

No time entered for 7.5 hours regular (holiday) pay. Employee is on flex schedule, so 0.9 hours entered as Vacation leave

+	11/22/18 - Thursday			Logged: **0.90**
	Hours / Hour Type			
×	0.9	62 - VACATION LEAVE ▾	+	▾
				▾
	Note: Thanksgiving			

Example 11: Holiday for Fixed Term Non-exempt

Regular (8159-Fix-Term PARS) entered for 7.5 hours regular (holiday) pay

11/22/18 - Thursday		Logged: **7.50**
Hours / Hour Type		
7.5	8159 - FIX-TERM - PARS	
Note:		

Example 12: Holiday for a Temp

No hours entered.

11/22/18 - Thursday	Logged: <mark>0.00</mark>

Closing and approving timesheets

To edit timesheet, reopen timesheet, make changes, then close timesheet

⚠ **This timesheet is closed to editing. To enable editing, select "Reopen Timesheet" in the combo box below.**

[Timesheet Closed ▾]

To approve "Select Action…", "Approve Timesheet" then press "Commit Action"

Timesheet Action...   **Memo** (optional)
[Select Action... ▾]   [   ]   [Commit Action]