

# Sheriff's On-Line Time Program Guide

## Getting Started

- Click on the time keeping icon on your desktop.
- Enter your employee ID number.
- Enter your password.
  - The original default is your full first name as it appears on your payroll check in lower case letters.

## Changing your Password

- Once in the program, click on employee at the top of the screen.
- Select password, enter new password and verify and then click on update.
- X-out of that screen which will take you back to the main entry screen.

## Entering your Time

- Select the correct time period and click on *Time Sheet Entry*.
- The top portion of the screen replaces the yellow time books. Enter the actual time worked for each day.
  - You will notice that there are two start and stop times for each day. This may be used if you work at two different times throughout the day. An example would be if you worked night shift last night and tonight. You actually worked 6 hours yesterday (1800-0000) and 6 hours today (0000-0600). The first 6 hours tonight also need to be entered (1800-0000).

## Payroll

- The lower portion of the page is your payroll.
- Select a ***Project Code*** from the drop down menu. Sheriff specific codes may be obtained directly by entering "s". Select the appropriate code. Regularly scheduled time should be the first entry.
- After selecting the project code, check the ***Hours Code*** box. Many of the project codes will correctly default to the appropriate hours code. This box indicates how you will be paid: regular pay, overtime or comp. Enter the appropriate hours for each day under the project and hours code selected. Keep in mind that shift differential should be entered here. (Shift Diff 1 @ .25 or Shift Diff 2 @ .35)
- **Any time outside of regularly scheduled hours requires a note in the comment section.**

- **REMEMBER TO SAVE YOUR WORK EACH TIME YOU MAKE AN ENTRY.**
- To enter **overtime**, select an additional project code: incident related, court, shift coverage, etc., then select the appropriate hours code to indicate your pay: 1.5 OT or 1.5 comp or straight comp (1.0 Comp) and then enter the appropriate number of hours for each day. Remember that each day requires an entry in the comments section including the date and any other information you would have entered on a blue card for overtime.
- To enter **sick leave**, select an additional project code (sick leave). The system will default to *SL* for the hours code. Enter the appropriate hours for each day of sick leave.
- To request **vacation**, select the appropriate payroll period and click on time sheet entry. Select the *vacation* project code. The system will default to *vacation* hours code. Enter the appropriate number of hours to be taken on each day requested. Click on comments and write your request; i.e.: request for vacation 00/00/00 through 00/00/00.
- To enter **on-call**, select an additional project code (regularly scheduled hours) and select ONCALLSHF \$2 for the hours code. Enter the appropriate hours for each day.
- Save your work and X-out. Click on employee and select *inquire time sheet*. Select the correct payroll period and continue. If you have the correct pay period and it shows your request, click on the print box near the bottom of the screen. Maximize the document and click on the print icon. Sign the sheet and submit it to your supervisor. Upon obtaining your supervisor's signature, save this document and submit it with your signed time sheet when that payroll period sheet is submitted.

### Submitting your Payroll

- When you have completed all your entries and saved your work, click on *check totals*. Ensure that the appropriate entries are reflected in your totals.
- Note: 80 hour employees. Due to rotating schedules, you may have worked more or less than 80 hours. The program has been built to default to an 80 regular hour report to the auditor. Every 42 days this will balance to 40 hour weeks.
- Click on *action* from the top of the screen and select *save/submit to supervisor/print*. This will submit your payroll to the supervising deputy and create a printable page for you that totals all of your entries. Print the page, sign it and submit the page to your supervisor for signature.
- Once you have submitted your time, you will not be allowed to make any changes. If you have a change to make, contact your supervisor. A supervisor may make changes to your time but you will be notified by the system the next time you log on that a change was made and by whom.
- Check with your supervisor regarding when payroll must be submitted.