The new timesheet has some great features and encompasses the different aspects of our unique payroll. Some of the great features include:

- Separates hours worked from hours not worked, but paid (called absence hours)
- Documents actual times worked as part of the timesheet
- Provides accurate interpretation of compensatory time
- Flexibility to track other projects and programs on one time sheet
- Summary chart for charging time to grants
- Summary chart for splitting time between counties
- Flexibility to use with various personnel policy handbooks/terminology
- Acknowledges the direct and indirect allocation of time for completing Indirect Cost Calculation
- Flexible option for various pay period approaches (whole month or bi-weekly)
- Locked basic formulas to reduce calculation errors
- Will track hours worked, vacation, compensatory time for entire calendar year

This timesheet was created to be universal but does allow for a limited amount of adjustments to be made to customize for your County. An example of personalization is the “leave system” used by the county. There are procedures that will need to be performed by you before employees can utilize.

The first step will be to edit the timesheet according to your pay period. There are two templates available, TS-01 for those that are paid monthly with a beginning and ending day on the 1st and last day, respectively. The TS-01 already has dates entered for the entire year. TS-02 is for those counties that pay bi-weekly and their pay week runs Sunday to Saturday. You will need to enter the data on the first tab and most cells have formulas established to carry forward the information to the other worksheets.

Each employee will have their own workbook, one per calendar year, and the workbook should be personalized with this employee’s name and indirect percentage if constant, you can go as far as entering the grant name/number that this employee is currently working on and county names if their time is split between counties.

On the TS-02 version on the first worksheet the beginning and ending pay period dates will need to be entered in the yellow highlighted cells. On the following worksheets only the ending pay period date will need to be entered. For both templates you will need to insert any paid holidays on the appropriate dates. You will need to input the current balances for any leave your staff may have on the first tab, for example, vacation, sick, PTO or compensatory, this will only need to be done on the first tab and will then be automatically calculated moving forward. The Factor column is to be used for those that earn leave based on the hours worked, if this is not to be used for calculating leave you will want to leave this blank and enter the appropriate amount of Vacation/PTO/Sick earned each period in the ‘Earned This Pay Period’ column, this will need to be entered on each worksheet if
appropriate. If your county does or does not have a policy on Leave Balance Maximums, you will need to address this. If there are not Maximum Leave Balances you will enter N in the Max (Y or N) column in the Leave Balances section. If there are Maximum Leave Balances, that once met hours should not accumulate further you will enter Y in the Max (Y or N) column and the Maximum hours attainable in the Max Balance column.

<table>
<thead>
<tr>
<th>Leave Balances in Hours:</th>
<th>Factor</th>
<th>Carried Forward</th>
<th>Earned This Pay Period</th>
<th>Leave Taken</th>
<th>Ending Balance</th>
<th>Max (Y or N)</th>
<th>Max Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacation or PTO</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>N</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick Leave (if not using PTO)</td>
<td>0.00</td>
<td>0.00</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>N</td>
<td>0.00</td>
</tr>
<tr>
<td>Compensatory Time</td>
<td>1.5</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**It is recommended that the bookkeeper/assistant bookkeeper establish the Timesheet Workbook for each employee.

Once the workbook is established for each employee we then move onto the employee’s procedures for using and maintaining throughout the year. All data is to be filled out electronically in the excel spreadsheet.

A. Input the actual time started and ended in by hour and minute (converted to a decimal).
B. Use the arrow drop down in the box to the right of the minutes worked to select am or pm.
C. You are allotted three separate times for in and out per day, this is to allow for times when staff may come back to the office for a night meeting or if there are any absence’s during the work day for personal appointments etc....
D. There is a check feature, if any day is over 12 hours, the box in the Total Hours Worked column will become highlighted in yellow, as an alert.
  1) NOTE: if a person inadvertently puts in a PM and the time reads blank AM to blank PM (the person did not work at all on that day), the formula reads 12 hours (because 12 midnight to 12 noon is 12 hours). This will require a quick change of the send drop down to be moved back to AM from PM.
E. The section under Absence Hours is to track any type of paid leave, hours that were not worked.
F. Enter any ‘Other Paid Hours’ (Absence Hours) in decimal format, if you worked four and ½ hours you will type in as 4.5, in the next box you will enter the appropriate code, ie. V for vacation (it is not case sensitive).

| 4.50 | v | vacation |

G. Use the following minute conversion table when entering time under Absence Hours:
H. You can only enter one code per line, if more codes are necessary for one day enter on the next line and then note in the comments section as to the situation.

I. Overtime will either be booked and saved as compensatory time or paid out within the pay period.
   1) To be paid out overtime hours you will need to look at the hours in cell AB50 for each week’s totals and place the number you want to be paid out at the overtime rate under the Absence Hours section and enter a code of OP next to it, this will automatically pull to the summary box.

   2) To have booked as compensatory time, you will leave the balance in column AB and it will automatically transfer to box L63, calculated to compensatory hours and increase your ending balance.

   3) You can be paid out a portion and book a portion, you would enter the amount paid out as directed in step 1 and leave the amount you want booked as compensatory time in the ‘Over-time (>40)’ column.

J. If you would like to use your booked compensatory time, you will first check the balance in cell AA63, you will place the amount of hours to be paid out under the Absence Hours section in the week you are using for and enter a code of CU.
K. If you have any hours that should be expensed to a grant and/or project you will need to enter this in the ‘Hours Charged to Grants/Projects:’ area. If the grant or project code is not known, leave this box blank, enter hours that are to be charged and if no match leave blank.

<table>
<thead>
<tr>
<th>Name of Grant/Project</th>
<th># Hours Charged</th>
<th>Hours Match</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peoples Grant</td>
<td>16.5</td>
<td></td>
</tr>
</tbody>
</table>

L. If your actual hours worked for direct and indirect do not correlate with the pre-printed percentages you will want to correct.

M. If making corrections/adjustments to entries, please double check your hours to ensure they are correct by day.

N. Save your timesheet.

O. Print out the current tab, sign it and give it to the bookkeeper and/or assistant bookkeeper.

As the bookkeeper/assistant bookkeeper you will then use the signed copy to enter the hours for each employee into the accounting software. You will use the information under the Summary, Hours Charged to Grants/Projects and Hours by County headings to determine what the employee is to be paid for and should be entered when running payroll in the accounting software. The total hours entered in the accounting software are to equal what is in the Summary box. You then use the other two boxes to determine if they need to be broke out to various program codes in the accounting software. You will want to verify that any entries for overtime in the Absence Hours area are reasonable, i.e. If overtime paid out is requested there are equal amount of overtime hours worked that week. Overtime can’t be paid out if absence hours were needed to get the employee’s hours over 40 for the week.
You will then file these. One signed copy will go in the permanent employee file. A second copy will be attached to the voucher. **These are the official time-sheets.

Notes/Tips:
- Several of the cells are locked to protect formula integrity.
- The printed and signed copy will be your official time sheet/record of your hours. This will be archived and pulled in the future if this data is ever requested (audits/IRS).
- If you are unaware of your direct and indirect split of time, take the PAR form to your supervisor to help you review your position and determine the split. This should correspond to your job description. There is more information on Indirect Reporting on the Extension Finance Website, click on Indirect Costs on the left hand side.