

# Timesheet

## Frequently Asked Questions

### Salaried Timesheet

#### 1. How is my timesheet presented?

The timesheet is presented as follows:

- A 40-hour FLSA included employee sees the entire pay period and has the option to view the timesheet in a weekly view by selecting the Weekly View icon located in the upper left-hand corner of the timesheet.

Weekly View		Work Period < May 6 - 19, 2016 >														Current Leave Balances	
Charge Object	Hours Type	FMLA/FSWP	5/6 Fri	5/7 Sat	5/8 Sun	5/9 Mon	5/10 Tue	5/11 Wed	5/12 Thu	5/13 Fri	5/14 Sat	5/15 Sun	5/16 Mon	5/17 Tue	5/18 Wed	5/19 Thu	Total Hours
																	0.00
																	0.00
																	0.00
																	0.00
																	0.00
		Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
+ Add Row		Comments	Schedule	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00
Grand Total Hours: 0.00			Week 1: 0.00		Week 2: 0.00												

Period View		Work Period < May 6 - 12, 2016 >										Current Leave Balances
Charge Object	Hours Type	FMLA/FSWP	5/6 Fri	5/7 Sat	5/8 Sun	5/9 Mon	5/10 Tue	5/11 Wed	5/12 Thu	Total Hours		
										0.00		
										0.00		
										0.00		
										0.00		
										0.00		
		Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
+ Add Row		Comments	Schedule	8.00	0.00	0.00	8.00	8.00	8.00	40.00		
Grand Total Hours: 0.00			Week 1: 0.00									

- A biweekly employee sees both weeks presented (entire pay period).
- A monthly employee sees the whole calendar month presented (entire pay period).
- A 28-day employee sees the 28-day period presented (entire FLSA period).

#### 2. How is the timesheet displayed on the screen?

Up to 20 days at a time are displayed on the screen. If your timesheet period has more than 20 days, you can select the **Scroll right for more days** or **Scroll left for more days** page buttons to move through the timesheet.

# Timesheet Frequently Asked Questions

### 3. Will my timesheet default to the most current timesheet period?

No. The timesheet defaults to the last unapproved timesheet after the last approved timesheet.

### 4. How do I know the current status (in progress, approved, etc.) of my timesheet?

At the top of the timesheet (next to the pay/work period), the status of the timesheet will be displayed. For each timesheet period, a status, along with a corresponding color outline, will be displayed around the days worked on the timesheet. The following are the various statuses with the corresponding colors for the status:

- Saved – Gray, no status displayed
- Submitted – Yellow
- Return for Correction – Gray
- Approved – Green
- Unapproved – Orange

See examples below.

Saved:

Weekly View		Work Period < April 22 - May 5, 2016 >														Current Leave Balances		
Charge Object	Hours Type	FMLA/FSWP	4/22 Fri	4/23 Sat	4/24 Sun	4/25 Mon	4/26 Tue	4/27 Wed	4/28 Thu	4/29 Fri	4/30 Sat	5/1 Sun	5/2 Mon	5/3 Tue	5/4 Wed	5/5 Thu	Total Hours	
Select or ent...	0052 - LEAVE-SICK															1.75	1.75	
Select or ent...	0055 - LEAVE-SC PR		8.00			8.00											16.00	
Select or ent...	1000 - WORK-REGU						8.00	8.00	8.00	8.00				8.00	8.00	6.25	8.00	62.25
Select or ent...																	0.00	
Select or ent...																	0.00	
<b>Totals</b>			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00	
<b>+</b> Add Row	Comments	Schedule	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00	
<b>Grand Total Hours: 80.00</b>			Week 1: 40.00				Week 2: 40.00											

Submitted:

Weekly View		Work Period < April 22 - May 5, 2016 SUBMITTED >														Current Leave Balances	
Charge Object	Hours Type	FMLA/FSWP	4/22 Fri	4/23 Sat	4/24 Sun	4/25 Mon	4/26 Tue	4/27 Wed	4/28 Thu	4/29 Fri	4/30 Sat	5/1 Sun	5/2 Mon	5/3 Tue	5/4 Wed	5/5 Thu	Total Hours
	0052 - LEAVE-SICK														1.75		1.75
	0055 - LEAVE-SC PRE JU		8.00			8.00											16.00
	1000 - WORK-REGULAR						8.00	8.00	8.00	8.00			8.00	8.00	6.25	8.00	62.25
																	0.00
																	0.00
<b>Totals</b>			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00
<b>+</b> Add Row	Comments	Schedule	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00
<b>Grand Total Hours: 80.00</b>			Week 1: 40.00				Week 2: 40.00										

# Timesheet Frequently Asked Questions

## Return for Correction:

Weekly View		Work Period < April 22 - May 5, 2016 >														Current Leave Balances	
Apply Template		Save Template															
Charge Object	Hours Type	FMLA/FSWP	4/22 Fri	4/23 Sat	4/24 Sun	4/25 Mon	4/26 Tue	4/27 Wed	4/28 Thu	4/29 Fri	4/30 Sat	5/1 Sun	5/2 Mon	5/3 Tue	5/4 Wed	5/5 Thu	Total Hours
Select or ent...	0052 - LEAVE-SICK														1.75		1.75
Select or ent...	0055 - LEAVE-SC PR		8.00			8.00											16.00
Select or ent...	1000 - WORK-REGU						8.00	8.00	8.00	8.00			8.00	8.00	6.25	8.00	62.25
Select or ent...																	0.00
Select or ent...																	0.00
<b>Totals</b>			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00
<b>Schedule</b>			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00
<b>Grand Total Hours: 80.00</b>			Week 1: 40.00				Week 2: 40.00										

## Approved:

Weekly View		Work Period < April 22 - May 5, 2016 APPROVED >														Current Leave Balances	
Apply Template		Save Template															
Charge Object	Hours Type	FMLA/FSWP	4/22 Fri	4/23 Sat	4/24 Sun	4/25 Mon	4/26 Tue	4/27 Wed	4/28 Thu	4/29 Fri	4/30 Sat	5/1 Sun	5/2 Mon	5/3 Tue	5/4 Wed	5/5 Thu	Total Hours
	0052 - LEAVE-SICK														1.75		1.75
	0055 - LEAVE-SC PRE JU		8.00			8.00											16.00
	1000 - WORK-REGULAR						8.00	8.00	8.00	8.00			8.00	8.00	6.25	8.00	62.25
																	0.00
																	0.00
<b>Totals</b>			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00
<b>Schedule</b>			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00
<b>Grand Total Hours: 80.00</b>			Week 1: 40.00				Week 2: 40.00										

## Unapproved:

Weekly View		Work Period < April 22 - May 5, 2016 UNAPPROVED >														Current Leave Balances	
Apply Template		Save Template															
Charge Object	Hours Type	FMLA/FSWP	4/22 Fri	4/23 Sat	4/24 Sun	4/25 Mon	4/26 Tue	4/27 Wed	4/28 Thu	4/29 Fri	4/30 Sat	5/1 Sun	5/2 Mon	5/3 Tue	5/4 Wed	5/5 Thu	Total Hours
	0052 - LEAVE-SICK														1.75		1.75
	0055 - LEAVE-SC PRE JU		8.00			8.00											16.00
	1000 - WORK-REGULAR						8.00	8.00	8.00	8.00			8.00	8.00	6.25	8.00	62.25
																	0.00
																	0.00
<b>Totals</b>			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Schedule</b>			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	80.00
<b>Grand Total Hours: 0.00</b>			Week 1: 0.00				Week 2: 0.00										

### 5. Will I still be able to see the hours that I originally entered if my timesheet is unapproved?

Yes. Your timesheet will still reflect your hours, outlined in red. Once you re-enter your hours and they are approved, the unapproved hours will no longer show on the timesheet but will be viewable on the Timesheet Summary Report. A link to the Timesheet Summary Report is available on the timesheet.

# Timesheet Frequently Asked Questions

## 6. Where is the Edit button on my timesheet?

You no longer need the edit function for current timesheets because your timesheet defaults to edit mode for outstanding timesheet periods. However, Edit is available if you need to edit a submitted timesheet. When you access a completed timesheet or when managers and other users with access to an employee's timesheet access a completed timesheet, the Edit button will be available since the completed timesheet will default in display mode.

## 7. What is the difference between the total hours and the week hours on my timesheet?

Totals hours are the total number of hours saved, submitted, or approved for the entire timesheet period (monthly or biweekly). Week hours are the total number of hours saved, submitted, or approved for each week period (that is, for each workweek or work period to which the employee has been assigned for purposes of monitoring overtime, if applicable). Week hours will be displayed for 40 hour FLSA included employees only. For employees on an extended work schedule and for overtime excluded employees, the Schedule row will show the same hours. On-call hours are not included in either the totals hours or week hours.

Work Period < July 1 - 31, 2016 >		Current Leave Balances															
Apply Template Save Template		Scroll right for more days >															
Charge Object	Hours Type	FMLA/ FSWP	7/1 Fri	7/2 Sat	7/3 Sun	7/4 Mon	7/5 Tue	7/6 Wed	7/7 Thu	7/8 Fri	7/9 Sat	7/10 Sun	7/11 Mon	7/12 Tue	7/13 Wed	7/14 Thu	Total Hours
Select or ent...	1006 - WORK-ES...									8.00							8.00
Select or ent...	1005 - HOLIDAY-...				8.00												8.00
Select or ent...	1000 - WORK-RE...		8.00				7.00	8.00	8.00				7.00	8.00	8.00	8.00	142.00
Select or ent...	0080 - ADMIN-C...												1.00				1.00
Select or ent...	0075 - ADMIN-VE...																8.00
Totals			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	168.00
Schedule			8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	168.00
Grand Total Hours: 168.00			Week 1: 40.00		Week 2: 40.00		Week 3: 40.00		Week 4: 40.00		Week 5: 8.00						

## 8. What is the Timesheet Summary link?

When selected, this link takes you to the Timesheet Summary Report. This report can be filtered by date range, hours type, and timesheet status. The Timesheet Summary Report allows you to see timesheets older than the 18 months' worth of timesheets displayed on the screen. The parameters are initially set to the pay period from your timesheet when the link is selected. Once the report has run, you may input new parameters.

**NOTE:** By selecting this link, you will navigate away from your timesheet. To return to the timesheet, select Timesheet in the navigation path in the top left corner of the screen.

[Employee / Time and Attendance / Timesheet / Timesheet Summary Report](#)

## 9. What is the Leave Audit Report link?

When selected, this link takes you to the Leave Audit Report. The parameters are initially set to the pay period from your timesheet when the link is selected. Once the report has run, you may input new parameters.

**NOTE:** By selecting this link, you will navigate away from your timesheet. To return to the timesheet, select Timesheet in the navigation path in the top left corner of the screen.

[Employee / Time and Attendance / Timesheet / Leave Audit Report](#)

### 10. What is the View Calendar icon?

Selecting the View Calendar icon will display a calendar for the month the timesheet is currently displayed. The calendar will appear in a pop-out window on top of the timesheet. You will be able to navigate to different months and different years by using the right and left arrows or by selecting the display month or numerical year and then selecting the desired month and/or year. The calendar also shows working and non-working days, holidays, the current date, and the current payroll period. There is a key located at the bottom of the window that identifies the various days.

### 11. What is the Leave Request icon?

Selecting the Leave Request icon will navigate you to the Leave and Overtime Request screen. You will use this screen to request time off or request to work overtime. Refer to the [Leave and Overtime Requests Frequently Asked Questions](#) document for additional information on the Leave and Overtime Request screen.

### 12. What is the Leave Balance icon?

Selecting the Leave Balance icon will navigate you away from the timesheet to the Leave Balance screen. On this screen, you will find leave balances for leave type hours that you have available, used, or pending by pay period. To return to the timesheet, select Timesheet in the navigation path in the top left corner of the screen.

[Employee / Time and Attendance / Timesheet / Leave Balance Overview](#)

### 13. What is the Current Leave Balances button?

If you select Current Leave Balances located in the top right of the timesheet display, a pop-out window will appear with a listing of your current leave balances as of your last approved timesheet. This window will not require you to navigate away from the timesheet. Once you are done viewing your balances, you can simply close the window to return to your timesheet.

### 14. How do I print my timesheet?

Within the timesheet screen, select the Print icon in the upper right-hand corner of the screen or select the Timesheet Summary link. Once you are on the Timesheet Summary reports page, you can enter the desired timesheet period and then run the report. The report can then be downloaded as a printable PDF.

### 15. How can I apply a template to my timesheet?

In order to apply a template, you must first create a template. From a blank timesheet, enter the charge objects you may use, along with the correct corresponding hours type, and select the Save Template icon. If you do not use charge objects, then just add the hours types that you use most often and select the Save Template icon. Once you have created the timesheet template, you need only to select the Apply Template icon.

**NOTE: When creating a timesheet template, you do not need to create a line for hours type 1000 unless you need to associate a charge object with it.**

## Timesheet Frequently Asked Questions

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**16. If I apply my timesheet template, will all rows within the template save on my timesheet?**

No. Only the rows that have charge objects and hours type populated on the template will be saved. All rows without hours will be removed once the timesheet is saved.

**17. How often should I save or update my timesheet template?**

The only time you will need to update and save your timesheet template is when you have a change or addition that you need to make.

**18. How do I add additional rows to my timesheet?**

Select the Add Row icon in the lower left-hand portion of the timesheet screen while you are in Edit mode.

**19. Can I delete rows from my timesheet?**

Yes, you can delete rows from your timesheet. In order to delete a row from your timesheet, locate the delete icon at the beginning of a timesheet row and select it. The timesheet row/data will then be deleted.

**20. Do blank rows on the timesheet need to be deleted?**

No, you do not need to delete a blank row from your timesheet.

**21. Why am I receiving a duplicate rows error message when attempting to save my timesheet when I re-apply my timesheet template?**

This message is presented when there is more than one row with the same charge object and hours type.

**22. How do I get rid of the duplicate rows error message?**

Select the delete icon located at the beginning of the timesheet row to remove the duplicate row.

**23. How do I enter an hours type on my timesheet?**

Select the dropdown menu on a row within the Hours Type field and choose the appropriate hours type or search the hours type code or title by selecting the magnifying glass icon and search the list of available hours types.

**24. How do I record the hours that I physically worked for a day?**

Record all hours you physically work using hours type 1000 – Regular Work. (However, see Question 32 regarding physical hours worked by certain eligible employees during an office closure.)

## Timesheet Frequently Asked Questions

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**25. How do I record the hours that I physically work for a day as well as leave hours that I have on another day?**

Record the hours that you physically work in a day, on that day, using hours type 1000 – Regular Work. Record the hours that you are on leave in a day, on that day, using the appropriate leave hours type.

**26. How do I record hours on my timesheet if I have leave hours but later in the period physically work extra hours?**

Reduce the leave hours you have recorded by the extra hours you physically worked to reduce your leave hours used. For example, if you used 8 hours of annual leave on Monday and worked 9 hours Wednesday instead of your normal 8 hours, then you may reduce the number of annual leave hours used on Monday to 7 hours.

**27. The scheduled hours are incorrect on my timesheet. How can I correct my schedule?**

Complete a Flexible Work Schedule form in the system, found under the Time and Attendance menu. Once you complete the request, your supervisor or HR office must approve it before the schedule will be updated on your timesheet.

**NOTE: To create a flexible work schedule, your timesheet must not have any hours recorded for the period included in the request.**

**28. How do I record on-call and call-back hours on my timesheet?**

Record the on-call hours using hours type 1002 – On Call. Record the call-back hours using hours type 1004 – Call Back. Record multiple occurrences of call-back in one day separately. (See next question.)

**29. How do I enter multiple occurrences of call-back on the same day on my timesheet?**

- First Occurrence: 1004 – Work – Call Back #1
- Second Occurrence: 1014 – Work – Call Back #2
- Third Occurrence: 1024 – Work – Call Back #3
- Fourth Occurrence: 1034 – Work – Call Back #4
- Fifth Occurrence: 1044 – Work – Call Back #5

**NOTE: The multiple occurrence codes should be used only when you are called back to work more than once on the same day.**

**30. How do I record Workers' Compensatory leave hours on my timesheet?**

On the day of the injury, the time you spent seeking, waiting for, or receiving medical attention is work time (hours type 1000). If you are sent home before your workday is over, and if you have any further absences related to your Workers' Comp claim, record the first 40 hours using hours type 0065 – Admin - Workers' Comp.

## Timesheet Frequently Asked Questions

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### **31. How do I record Workers' Comp leave without pay hours on my timesheet?**

Record the leave without pay hours for Temporary Total Disability and Temporary Partial Disability hours only using hours type 0060 –LWOP Workers' Comp. If you elect to use personal leave to supplement your Workers' Comp benefit, you will need to record the appropriate leave hours type in combination with hours type 0060 for each workday. Contact your HR office for instructions on how many hours of each to record per workday.

### **32. How do I record the hours I work on my timesheet when I am designated as providing essential services when my office is closed?**

Record hours worked during this scenario using hours type 1006 – OFC Closure Essential SVC. You will accrue special compensatory leave on an hour-for-hour basis. **Employees should use this code only when directed to do so by their HR office.**

### **33. I need to designate leave hours as FMLA-eligible; however, the FMLA field is not editable on the timesheet. How do I get the FMLA/FSWP field to open?**

You must first complete an FMLA/FWSP Leave Request form in the FMLA/FSWP Leave Request screen under the Time and Attendance menu. Once you complete the request, your HR office must approve it. Once the request is approved, the field on your timesheet opens for the time period designated in your FMLA/FSWP leave request and the specific type of FMLA, FSWP, FMLA/FSWP will need to be designated.

### **34. How do I record hours that I physically work on my timesheet if I have an intermittent FMLA/FSWP leave request?**

Record the hours you physically work using hours type 1000; however, you will not designate time worked as FMLA/FSWP.

### **35. Will I submit only one timesheet if I move from one agency to another agency in the middle of a timesheet period?**

No. If you change agencies, you will submit separate timesheets for each agency.

### **36. When do I have to complete a manual (paper) timesheet?**

You will complete all timesheets electronically, including mid-period timesheets. The State of Florida does not use paper timesheets. The only time a paper timesheet may be used is during a natural disaster (i.e., hurricane)

### **37. How do I add comments to my timesheet?**

Select the Comments icon located on the bottom left-hand side of the timesheet and a pop-out window will appear in which you may enter comments.

### **38. How many characters are allowed when entering a comment?**

The maximum length for each comment entered is 255 characters.



## Timesheet Frequently Asked Questions

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### 39. How can I add additional comments to my timesheet?

Once you enter your comments, select Save. Once you select Save, the timesheet comments are moved to the Comments History section, allowing you to enter additional comments.

### 40. How do I edit comments in the Comments History section of my timesheet?

Comments in the Comments History section are not editable. However, you can enter additional comments as needed. (See previous question.)

### 41. Can comments be added to an approved timesheet?

Comments can be added to an approved timesheet without adding additional hours to your timesheet.

### 42. I received the following error message when trying to save my timesheet: “The annual leave recorded on this timesheet combined with leave on future timesheet(s) exceeds your balance as of today. Please remove the leave on the future timesheet(s) to proceed with saving this timesheet.” How can I get rid of the error message?

Review your future-dated timesheets and remove any annual leave hours you saved. Once you remove the future-dated annual leave hours, you should be able to save your timesheet.

### 43. When are state holidays observed?

The holiday schedule is listed in the table below.

**NOTE: If the holiday falls on a Saturday, it will be observed on Friday; if the holiday falls on a Sunday, it will be observed on Monday.**

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday of November
Friday after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25

# Timesheet Frequently Asked Questions

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## **OPS Timesheet**

**1. Will I get paid if I do not complete my timesheet?**

No. In order for you to be paid on time, you must submit your timesheet and have it approved by the payroll deadline.

**2. What does the Status displayed next to the Work Period mean for me?**

If the timesheet has not been submitted, approved, or unapproved, the status will remain blank. Otherwise, it will reflect the status of your timesheet.

**3. Can I record any of the Leave hours types on my timesheet?**

No. As an OPS employee, you are paid only for hours worked and are ineligible for paid leave.

## **People First Hours Types**

Below are the People First Hours Types and a corresponding description for their use on the timesheet:

<b>Hours Type</b>	<b>Description</b>	<b>Used For</b>	<b>Rule/Statute</b>
0031	ADMIN – JURY DUTY	Administrative leave with pay for hours when an employee is summoned as a member of a jury panel.	60L-34.0071(3)(a)
0032	ADMIN – WITNESS	Administrative leave with pay for hours when an employee is subpoenaed to serve as a witness or to give a deposition in a court or an administrative hearing, not involving personal litigation or service as a paid expert witness and not when subpoenaed in the line of duty to represent a state agency as a witness or defendant.	60L-34.0071(3)(b)
0033	ADMIN – MILITARY EXAM	Administrative leave with pay for hours when an employee is ordered to appear for an examination for entrance into the military service.	60L-34.0071(3)(c)
0034	ADMIN – DEATH IN FAMILY	Administrative leave with pay for 16 hours for the death of the employee's spouse or the death of the parents, grandparents, brothers, sisters, children, and grandchildren of either the employee or the spouse.	60L-34.0071(3)(d)

## Timesheet Frequently Asked Questions

Hours Type	Description	Used For	Rule/Statute
0035	ADMIN – VOTING	Administrative leave with pay for up to one hour for the purpose of voting during normal working hours. An employee shall not be granted administrative leave with pay to work at the polls during elections.	60L-34.0071(3)(g)
0036	ADMIN – INTERVIEW/EXAM	Administrative leave with pay for up to two hours for the purpose of taking examinations that are pertinent to state employment or for the purpose of having interviews for positions within the State Personnel System.	60L-34.0071(3)(h)
0037	ADMIN – CERTAIN ATHLETES	Administrative leave with pay for an employee who qualifies as a member of the United States team for athletic competition on the world, Pan American, or Olympic level for the purpose of preparing for and engaging in the competition. In no event shall the paid leave under this section exceed the period of the official training camp and competition combined or 30 calendar days a year, whichever is less.	110.118, Florida Statutes (F.S.)
0038	ADMIN – DISASTER VOL LEAVE	Administrative leave with pay subject to agency approval for an employee who has entered into a verified agreement with a tax-exempt nonprofit organization to provide nonpaid services to a disaster area for disaster response or recovery in Florida related to a governor-declared state of emergency; or for services occurring within any other state or territory of the United States related to a governor's declared state of emergency, if approved by the Florida agency head. Administrative leave is limited to no more than 120 hours in any 12-month period.	110.120, F.S.
0040	ADMIN – ANNUAL DISCRETIONARY LEAVE	Administrative leave with pay for employees when state buildings are closed for reasons unrelated to a state of emergency or the conditions at state facilities.	When instructed by the Department of Management Services.

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Hours Type	Description	Used For	Rule/Statute
0044	ADMIN – MENTOR/VOLUNTEER	Administrative leave with pay for up to one hour per week, not to exceed five hours per calendar month, for an employee to participate in school or community voluntary activities. The supervisor may approve the aggregated use of up to four hours in any calendar month.	60L-34.0071(3)(i)
0045	ADMIN – OFFICE CLOSURE	Administrative leave with pay for an employee assigned to a facility the agency has closed as a result of emergency conditions on order of the appropriate authority for the period the facility is closed and the employee is released from duty. An employee who is on a prior approved leave of absence, deferred holiday, or personal holiday during an emergency shall not have the leave of absence changed to administrative leave.	60L-34.0071(3)(e)
0046	ADMIN – FRML INVESTIGATION	Administrative leave with pay for an employee under formal investigation by an agency for violation of a rule or statute for which dismissal is a penalty, if the employee's absence from the work location is essential to the investigation.	60L-34.0071(3)(f)
0051	LEAVE – ANNUAL	Accrued leave that an employee can use for any personal reason when approved by the supervisor.	60L-34.0041
0052	LEAVE – SICK	Accrued leave that an employee is authorized to use for the following purposes: <ul style="list-style-type: none"> <li>• Personal illness, injury, or exposure to a contagious disease that would endanger others. Personal illness shall include disability caused by or contributed to pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.</li> <li>• Personal appointments with a doctor, dentist, or other recognized practitioner.</li> </ul>	60L-34.0042

## Timesheet Frequently Asked Questions

Hours Type	Description	Used For	Rule/Statute
0053	LEAVE – FAMILY SICK	Accrued leave that an employee is authorized to use for the illness, injury, or well-care check-ups of the employee's spouse, the children or parents of the employee or the spouse, or a person for whom the employee or the spouse has caretaker responsibility, when the employee's presence is necessary. Hours used under this code are deducted from the employee's accrued sick leave balance.	60L-34.0042
0054	LEAVE – REGULAR COMP	Accrued leave that an employee can use for any personal reason when approved by the supervisor.	60L-34.0043
0055	LEAVE – SC PRE JULY 2012	Accrued leave that an employee can use for any personal reason when approved by the supervisor.	60L-34.0044
0056	ADMIN – AUTHORIZED OTHER	Administrative leave with pay for an employee to use when specifically authorized by the Department of Management Services. For example, when the employee is designated to attend union negotiating sessions with the state in accordance with the applicable collective bargaining agreement.	Article 5-FSFSA, FNA, FPD, SNPU, SEAG, PBA (Law Enf., FHP, & Special Agent Units) Article 18-AFSCME, PBA (Sec. Svcs. Unit)
0057	ADMIN – RESERVE/NG TRAINING	Administrative leave with pay for an employee who is a service member in a reserve component of the armed forces of the United States or in the National Guard for up to 240 hours during each military annual period (October 1 through September 30) for recurring training when ordered under the provisions of the United States military or naval training regulations and when assigned to active or inactive duty.	115.07, F.S.
0058	LWOP – AUTHORIZED	Leave without pay that may be granted upon an employee's request to cover any absence from work for a period not to exceed 12 months, including leaves without pay granted under the Family Supportive Work Program (FSWP) and/or Family Medical Leave Act (FMLA).	60L-34.0052

## Timesheet Frequently Asked Questions

Hours Type	Description	Used For	Rule/Statute
0059	LWOP – UNAUTHORIZED	Leave without pay for an employee's leave of absence not authorized by the supervisor.	Used at agency's discretion
0060	LWOP – WORKERS' COMP	Leave without pay for an employee after the 40-hour period of ADMIN – Workers' Comp leave with pay, if the employee is still unable to return to work as a result of a Temporary Total Disability or a Temporary Partial Disability. Such leave may be used in combination with accrued leave or to cover the entire absence after the employee has exhausted all accrued leave.	60L-34.0061
0061	ADMIN – FL NATIONAL GUARD	Administrative leave with pay for the first 30 missed calendar days for an employee who is called into active state service by the governor as a service member of the Florida National Guard.	250.48, F.S.
0062	ADMIN – EDUCATIONAL LEAVE	Administrative leave with pay that may be authorized for an employee who attends a college, university, or training academy for one or more full academic periods under an authorized agency program.	60L-34.0072
0065	ADMIN - WORKERS' COMP	Administrative leave with pay for up to 40 hours for an employee who sustains a job-connected disability that is compensable under Chapter 440, Florida Statutes, and an additional 48 hours to cover appointments to health care providers, physical therapy, and similar activities provided that such activities are directly related to the employee's Workers' Compensation injury.	60L-34.0061
0066	HOLIDAY – PERSONAL	The hours to which an employee is entitled to observe as one personal holiday each fiscal year that must be used in whole or in part on a single day and shall be forfeited if not used by June 30. Any hours of the personal day that are not needed to meet the employee's total contracted hours in that work period are forfeited (i.e., offset).	110.117(3), F.S.

## Timesheet Frequently Asked Questions

Hours Type	Description	Used For	Rule/Statute
0067	NO PAY STATUS (D&B ONLY)	An employee of the Florida School for the Deaf and the Blind on summer leave and not receiving pay while on leave.	As directed by the Florida School for the Deaf and the Blind
0069	ADMIN – ACTIVE MILITARY	Administrative leave with pay for the first 30 missed calendar days for an employee who volunteers or is called into active federal military service as a service member in the National Guard or a reserve component of the armed forces of the United States.	115.09, F.S., 115.14, F.S., 60L-34.0062(1)
0070	LWOP – MILITARY TRAINING	Leave without pay for an employee who is a service member in a reserve component of the armed forces of the United States or in the National Guard and has exhausted the 240 hours of administrative leave with pay and chooses not to use personal leave during the military annual period (October 1 through September 30) for recurring training ordered under the provisions of the United States military or naval training regulations and when assigned to active or inactive duty.	115.07, F.S.
0071	LWOP – ENLISTED	Leave without pay for an employee who has enlisted as a full-time service member in the armed forces of the United States. Upon exhaustion of hours type 0069 for the first 30 missed calendar days, the employee is placed on military leave and is not eligible for holiday pay (unless in pay status the workday before the holiday), leave accruals, or military supplemental payments from the State of Florida for hours recorded under this leave.	115.14, F.S., 60L-34.0062(1)
0072	LWOP – NON FL STATE ACTIVATION	Leave without pay for an employee who is called into active state service for another state by that state's governor as a service member of the other state's National Guard.	60L-34.0052
0075	ADMIN – VETERANS DISABILITY	Administrative leave with pay for up to 48 hours per calendar year for an employee scheduled by the United States Department of Veterans Affairs to be reexamined or treated for a service-connected disability.	110.119(1), F.S.

## Timesheet Frequently Asked Questions

Hours Type	Description	Used For	Rule/Statute
0076	PERSONAL LEAVE (D&B ONLY)	Applies to the Florida School for the Deaf and the Blind 10 and 11 month, CBU 40 and 42 employees only. Entitled to only six days per contract year.	As directed by the Florida School for the Deaf and the Blind
0080	ADMIN – CHILD'S ACTIVITIES	Administrative leave with pay for up to one hour per month for an employee to participate in his or her child's activities at local schools and child care centers.	60L-34.0051(7)
0082	LWOP – ACT MIL W/ PAY SUPPL	Leave without pay for an employee who is a service member in the National Guard or a reserve component of the armed forces of the United States on active military leave, upon exhaustion of leave hours type 0069 for the first 30 missed calendar days. Use this hours type if receiving a military supplement payment from the State of Florida.	115.09, F.S., 115.14, F.S.
0083	LWOP – ACT MIL W/O PAY SUPPL	Leave without pay for an employee who is a service member in the National Guard or a reserve component of the armed forces of the United States on active military leave, upon exhaustion of leave hours type 0069 for the first 30 missed calendar days. Use this hours type if not receiving a military supplement payment from the State of Florida.	115.09, F.S, 115.14, F.S.
0085	LEAVE – FLSA COMP	Accrued leave an employee can use for any personal reason when approved by the supervisor.	60L-34.0031(4)
0091	LEAVE – SC HOLIDAY	Accrued leave that an employee can use for any personal reason when approved by the supervisor.	60L-34.0044
0094	LEAVE – SC CLOSURES	Accrued leave that an employee can use for any personal reason when approved by the supervisor.	60L-34.0044
1000	WORK – REGULAR	The hours spent in physical or mental exertion controlled or required by and for the benefit of the agency, including paid rest breaks.	60L-34.0031



## Timesheet Frequently Asked Questions

Hours Type	Description	Used For	Rule/Statute
1002	ON CALL	The hours a Career Service employee has been instructed by appropriate management to remain available to work during an off-duty period in on-call status.	60L-32.0012(2)(b)
1004	WORK – CALL BACK #1	The actual hours an employee is called back to work beyond the employee's scheduled hours of work for that day. This code is used for the first occurrence on that day.	Article 24-AFSCME, SNPU, PBA (Law Enf., FHP, Sec. Svcs., & Special Agent Units), FNA, and FSFSA 60L-34.0031(4)(f)
1005	HOLIDAY – STATE PAID	The hours to which an employee is entitled for observing the nine state holidays.	110.117, F.S.
1006	WORK – ESS SVC/OFC CLOSURES	The hours an employee in a position below that of bureau chief or bureau chief equivalent is required to work for providing essential services during emergency conditions that require closure of the facility to which the employee is assigned. Employees holding positions at the bureau-chief level/equivalent or above should report such hours under Code 1000/WORK – Regular.	60L-34.0071(3)(e)
1008	MENTOR/VOLUNTEER UNPAID	The hours that an employee spends mentoring or volunteering that are unpaid because such hours are outside of the employee's regular work schedule or were offset from Code 0044. Employees are encouraged but not required to report these hours.	
1014	WORK – CALL BACK #2	The actual hours an employee is called back to work beyond the employee's scheduled hours of work for that day. This code is used for the second occurrence on the same day.	Article 24-AFSCME, SNPU, PBA (Law Enf., FHP, Sec. Svcs., & Special Agent Units), FNA, and FSFSA 60L-34.0031(4)(f)

## Timesheet Frequently Asked Questions

Hours Type	Description	Used For	Rule/Statute
1016	WORK – CS EXTRAORDINARY PAY	The hours that an excluded Career Service employee is directed to work in excess of the regular work period under an agency-activated plan, as a result of extraordinary circumstances. This hours type should be recorded only once the employee has physically worked his or her total contract hours for the current work period and has exceeded the number of hours in the employee's regular workday schedule.	60L-34.0043(5)
1017	WORK – SES EXTRAORDINARY PAY	The hours that an excluded SES employee below that of bureau chief or bureau chief equivalent is directed to work in excess of the regular work period under an agency-activated plan, as a result of extraordinary circumstances. This hours type should be recorded only once the employee has physically worked his or her total contract hours for the current work period and has exceeded the number of hours in the employee's regular workday schedule.	60L-32.007
1018	WORK – FNA SHIFT DIFFERENTIAL HOURS	The hours that a professional health care employee under the Florida Nurses Association Agreement works during certain shifts. Do not use this code unless instructed by your agency.	Article 26-FNA
1024	WORK – CALL BACK #3	The actual hours an employee is called back to work beyond the employee's scheduled hours of work for that day. This code is used for the third occurrence on the same day.	Article 24-AFSCME, SNPU, PBA (Law Enf., FHP, Sec. Svcs., & Special Agent Units), FNA, and FSFSA 60L-34.0031(4)(f)
1034	WORK – CALL BACK #4	The actual hours an employee is called back to work beyond the employee's scheduled hours of work for that day. This code is used for the fourth occurrence on the same day.	Article 24-AFSCME, SNPU, PBA (Law Enf., FHP, Sec. Svcs., & Special Agent Units), FNA, and FSFSA 60L-34.0031(4)(f)

## Timesheet Frequently Asked Questions

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<b>Hours Type</b>	<b>Description</b>	<b>Used For</b>	<b>Rule/Statute</b>
1044	WORK – CALL BACK #5	The actual hours an employee is called back to work beyond the employee's scheduled hours of work for that day. This code is used for the fifth occurrence on the same day.	Article 24-AFSCME, SNPU, PBA (Law Enf., FHP, Sec. Svcs., & Special Agent Units), FNA, and FSFSA 60L-34.0031(4)(f)