Web time -sheet FAQ and Tips

x   Why can't I enter hours for my full day from 8 to 4:30   pm?
  o   Please make sure you use the <u>24 hours/military time</u> <u>format</u>.

x   How do I enter my sick   hours?
  o   Use the exact format of your <u>scheduled hours that include the lunch break</u>.
  o   Use the earnings type [Temp/Student Sick Leave hrs]

 x   Student and temporary workers in general are entitled to 24 hours of sick leave per fiscal year and can accrue a maximum of 48 hours of available sick leave. Acceptable sick leave use   are:
   ƒ   Diagnosis, treatment, or care of an existing health condition of, or preventive care for, an employee.
   ƒ   Diagnosis, treatment, or care of an existing health condition of, or preventive care for, an employee's immediate family member.
   ƒ   Immediate family includes parent, child, spouse, domestic partner (registered or by affidavit of the employee on file with the district), parent-in-law, sibling, grandchild, or grandparent.
   ƒ   An employee who is a victim of domestic violence, sexual assault, or stalking, as described by California Labor Code sections 230(c) and 230.1(a).

x   What should I do when entering/approving hours on Fridays (summer) and   weekend?
  o   Enter in comments that you are submitting/approving these hours as authorized.

x   When must I enter   lunch/meal break s?
  o   Shifts for 6 hours or less, no meal breaks is required.
  o   Shifts for more than 6 hours, you must take a minimum of 30 minutes unpaid lunch break and more than 10 hours, you are entitled to two meal breaks unless waived by mutual consent. See http://www.5Tr8 -1.0669entmeal break.

x   When should I need to t ake a 10-minute s paid rest break?
  o   Every 4 hours shift. See https://www.dir.ca.gov/dlse/FAQ_RestPeriods.htm

x   I am a temporary worker, which earnings type should I use to enter my   time?
  o   [Temp Hourly - i YÀ   S"4†!¥ 0P'mb & ÐRo$ #à•m •••b6* $ % c à• ÐV2@j àŠ b I (3PØ> IpÐ \   F s%,å"Ž

payroll@fhda.edu

x   How do I return the time   -sheet for correction due to errors?
  o   Enter comments to detail the error and return it for correction and contact the employee to correct it asap. You may also use CHANGE RECORDS button to modify the submitted hours and enter comments to reference the corrective actions.

x   Timesheets with   correct hours but no approval button   ?
  o   The timesheet has not been submitted. Contact the employee to submit. You may request for payroll staff to force it in by emailing the request to payroll@fhda.edu

==Other notes   and ref erences:==

x   What is a wo rkweek? Monday to Sunday

x   How are overtime calculated?
  o   Overtime Premium pay shall apply at the following work schedule [As noted on employment documents to District HR or Financial Aid],
   ƒ   4/10 - hours worked after the 10th hour will be paid at the overti the (l)-1 (1 (l)-1 (1 (l)-1 (1 (l)-1 (1 (l)-1 (p2 0 7[(Ai)

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