Web time-sheet FAQ and Tips

- **Why can't I enter hours for my full day from 8 to 4:30 pm?**
  - Please make sure you use the **24 hours/military time format**.
- **How do I enter my sick hours?**
  - Use the exact format of your scheduled hours that include the lunch break.
  - Use the earnings type **[Temp/Student Sick Leave hrs]**
    - 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:**
      - Diagnosis, treatment, or care of an existing health condition of, or preventive care for, an employee.
      - Diagnosis, treatment, or care of an existing health condition of, or preventive care for, an employee's immediate family member.
      - 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.
      - 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).
- **What should I do when entering/approving hours on Fridays (summer) and weekend?**
  - Enter in comments that you are submitting/approving these hours as authorized.
- **When must I enter lunch/meal breaks?**
  - Shifts for 6 hours or less, no meal breaks is required.
  - 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.dir.ca.gov/dlse/FAQ_MealPeriods.htm
  - If there is written agreement on file for on-duty meal break due to the nature of your duties that do not relieved of all duty during the 30 minutes meal period, the meal period shall be compensated and treated as an on-duty meal break.
- **When should I need to take a 10-minutes paid rest break?**
  - Every 4 hours shift. See https://www.dir.ca.gov/dlse/FAQ_RestPeriods.htm
- **I am a temporary worker, which earnings type should I use to enter my time?**
  - **[Temp Hourly - Non-CalPERSmbr]**
- **If I am a temporary worker and a CalPERS member/retiree, which earnings type should I use to enter time?**
  - **[Temp Hourly - CalPERSmbr]**
- **What should I do if the days that I worked do not appear on the timesheet?**
  - Contact HR or Financial Aid
- **What should I do if there is an error message (Submit not allowed) when I submitted the timesheet?**
  - You may have hit submit button too many times in a short interval, please contact payroll staff at payroll@fhda.edu
- **What should I do if there is an error message (Approval not allowed) upon approval of the timesheet?**
  - You may have hit approve button too many times in a short interval, please contact payroll staff at payroll@fhda.edu

==Tips for Supervisors/Approvers:==

- **How do I return the time-sheet for correction due to errors?**
  - 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.
- **Timesheets with correct hours but no approval button**?
  - 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 references:==

- **What is a workweek?** Monday to Sunday
- **How are overtime calculated?**
  - Overtime Premium pay shall apply at the following work schedule [As noted on employment documents to District HR or Financial Aid],
    - 4/10 - hours worked after the 10th hour will be paid at the overtime premium pay.
    - 5/8 - hour worked after the 8th hour will be paid at the overtime premium pay.
    - Hours exceeding 40 hours in a week will be paid at the overtime premium pay.
    - Overtime hours are calculated based on the above criteria.
    - Premium pay is paid at the end of a workweek – Sunday.
    - You will receive a courtesy notification regarding any overtime premium pay was calculated and being paid for your further handling if any.
- Time entries on [Sat & Sun, Holidays and term breaks] and identified overlapping hours due to multiple jobs are **subject for removal upon notice**.