

Focus: Division of Personnel DIR	State of Alaska Department of Administration Division of Personnel <b><u>Policies and Procedures</u></b>
Topic: Timesheets 43000 POL	Effective Date: April 1, 2005  Supercedes: N/A
Authority: AS 39.25.050, FLSA – Tile 29, C.F.R 29, OMB Circular A-87, Personnel Rules Administrative Manual AAM 200.010 - AAM 360.40, Bargaining Unit Contracts	
Link(s): DEP 43000 FRM	

**POLICY:**

All timesheets must possess the statewide mandatory standard elements. Agencies may choose to use either the standardized timesheet developed by the Division of Personnel (DEP 43000 FRM) or the current timesheet in their department, provided it is approved through the Division of Personnel, Technical Services Section and is in compliance with the mandatory standard timesheet elements. Employees must use the approved timesheet maintained by their respective department.

All overtime-eligible employees are required to complete a timesheet for each pay period they are working/employed. Overtime-exempt employees are not required to complete timesheets unless mandatory for business reasons by their agency. However, employees who are not required to complete a timesheet, must still report leave usage, or lack there of, to a designated contact for time reporting purposes.

Completed timesheets require the full signatures of the employee and the supervisor. These signatures certify that, to the best of their knowledge, the information provided on the timesheet is true and correct.

Type: M-Mandatory, R-Recommended.

Standard Timesheet Elements		
Type	Field Element	Description
<i>Indicative Data at top of timesheet</i>		
M	Name	Employee name (Last, First, MI).
M	SSN	Employee Social Security Number.
M	Pay Period Ending	Pay Period End Date.
M	Department	Department
M	Division	Division
M	OT Eligibility	“Overtime eligible?” with check boxes for yes and no.
M	Bargaining Unit	Acronyms used: GG (ASEA), SS (APEA), LL (LTC), KK (CEA), PX (Partially Exempt), XE (Exempt), EE (Excluded), AA/AP (PSEA), GC (ACOA), TA (Avtecta), or TM (Teame) Marine Units: BB/FB (MEBA), CC/FC (MMP), MM/FM (IBU)
M	Status	Acronyms used: Fulltime Regular (FR), Part-time Regular (PR), Short-term Nonperm (STNP), Long-term Nonperm (LTNP), Emergency (EM), or Temporary (TE)
R	CC/LC	Space to allow time to be charged to various CC/LC funding codes. If left blank, defaults to code of record in AKPAY (A41 screen).

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<b>Standard Timesheet Elements</b>		
<b>Type</b>	<b>Field Element</b>	<b>Description</b>
R	Partial Week Hours Forward	Indicate hours from the last workweek in prior pay period that are part of the first workweek of the current pay period.
R	AKPAY Batch #	AKPAY batch number for the pay period.
R	Certified	Initials of person certifying batch in AKPAY.
R	Date	Date person certified batch in AKPAY.
M	Payroll RD Code	Payroll RD Code for employee T&A group.
<b><i>Columns of Data</i></b>		
M	Day	Day of week.
M	Date	Calendar month and day.
M	Start and Stop Times	The “start” and “stop” times are documented daily in military format, report lunch break. Time for each day is reported to the nearest quarter-hour (fifteen minute) increment.
M	Regular Hours	Preferably, calculated automatically by the spreadsheet based on start and stop times entered, but may be entered manually.
M	Holiday Hours	To report state holidays.
M	Leave Hours	To report leave usage. Personal leave must be identified as annual or sick for Family Leave (FMLA) and Workers Comp (WC) tracking.
M	Premium Pay	Columns for additional premium pay types – based on agency needs.
M	Totals	Sums regular hours, leave hours, and other columns for total scheduled hours.
R	Excess Hours	For overtime exempt employees that need to track actual number of hours worked for a business reason (track accrued flex time, federal grant requirement, etc.).
M	Comments	
<b><i>Indicative Data at bottom of timesheet</i></b>		
M	Words before signatures	Required phrase: “We certify that the time and hours of work recorded above are true and correct.”
M	Employee Signature & Date	Signature of employee and date signed.
M	Supervisor Signature & Date	Signature of supervisor and date signed.
M	Final Determination Statement	Required phrase: “Final determination of pay type and rate of compensation will be made by the Department of Administration.”

**DEFINITION:**

**Employee:** Person in the state service who is paid a salary or wage and who is wholly subject to the State Personnel Act in AS 39.25 and Personnel Rules, and exempt and excluded employees in the executive branch.

**Supervisor:** Person responsible for reviewing timesheets and other personnel and financial documents for compliance with bargaining unit contracts and cost objectives.

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Timesheet: Form used to document an employee's time and attendance for payroll, leave, audit, and cost objectives.

AKPAY: State of Alaska Payroll System that produces pay warrants on both a semi-monthly and biweekly basis.

CC/LC: Collocation Code and Ledger Code used to post charges as designated in the Alaska State Wide Accounting System (AKSAS).

Partial Week Hours Forward: Indicates how many hours the employee worked the previous pay period which are part of the first workweek in the current pay period.

Workweek: Sunday midnight to Sunday midnight unless specifically negotiated otherwise by approved letter of agreement.