



REGIONAL PARK AND OPEN-SPACE DISTRICT

PAYROLL FORMS INSTRUCTIONS

TIMESHEET

- 1) Enter your last name, first name, employee ID number, and supervisor's name.
- 2) Select the appropriate pay period from the drop-down menu that appears when you click. The "from" and "to" dates will automatically populate for you.

WORKED HOURS

- 3) Select the appropriate type of worked hours from the drop-down menu: REG, OT, or CTW (*Regular, Overtime, and Compensatory Time Worked*).

NOTE: If you select OT or CTW, a notification will appear at the bottom of your timesheet to remind you that an approved OT Authorization Form must accompany your completed timesheet:

OVERTIME AUTHORIZATION FORM REQUIRED

Please attach an approved Overtime Request Form for each occurrence of Overtime or Compensatory Time worked during its pay period. All Overtime Request Forms must include a supervisor's signature.

- 4) Select the Program Area/Location where you worked from the drop-down list. If you worked in multiple programs/locations, complete a separate line for each one.

- 5) Enter the total number of hours worked in each program/location on each day.

LEAVE HOURS

- 6) The most frequently-used leave hours are already filled in – CLU, SCK, and VAC (*Compensatory Leave Used, Sick Leave, Vacation*). Enter hours used, if any.
- 7) For other leaves, select the appropriate type of leave hours from the drop-down menu and enter hours used each day.
NOTE: *The Subtotal of worked hours + leave hours should be no less than 80 for full-time employees.*

CERTIFICATION HOURS

- 8) Select the appropriate certification from the drop-down list. Enter the total number of hours worked each day using that certification

REPORTED MILEAGE

- 9) Enter the Purpose of the travel
- 10) Enter the Program to charge the mileage to.
- 11) Enter the total hours for the applicable date.
- 12) Sign and date your timesheet, turn in to your supervisor to review, sign, and date.

The image shows a screenshot of the 'TIMESHEET' form for the Riverside County Regional Parks & Open-Space District. The form includes fields for employee and supervisor information, a pay period selection (12/11/14 to 12/24/14), and a grid for reporting worked hours by day and activity. Below the grid are sections for leave hours (CLU, SCK, VAC), certification hours, and mileage reimbursement. At the bottom, there are signature and date lines for both the employee and supervisor. Red circles and arrows are overlaid on the form to highlight specific areas: 1 (Employee/Supervisor info), 2 (Pay Period), 3 (Task ID), 4 (Type), 5 (Activity), 6 (Leave Hours), 7 (Certification Hours), 8 (Certification Hours), 9 (Purpose of Travel), 10 (Activity), 11 (Number of Miles), and 12 (Employee Signature/Date).

SHIFT DIFFERENTIAL

Shift Differential is payable to employees whose regularly-scheduled shift ends after 6:00pm. There are two types of Shift Differential:

Evening Shift Differential is payable for hours worked between 3:00pm and 10:59pm.

Night Shift Differential is payable for hours worked through 11:00pm up to 6:59am.

To claim Shift Differential pay, you must record the actual times you worked on the Shift Differential worksheet *in addition to* your regular timesheet.

- 1) If you are using the electronic version of the Shift Differential worksheet, the top will be automatically filled in for you based on what you entered on your timesheet. If not, fill in your name, employee ID number, and supervisor's name.
 - 2) Record your arrival time in the first "IN" row for each day (*rounding to the nearest 10 minutes*).
 - 3) Record the time you left for lunch in the first "OUT" row for each day (*rounding to the nearest 10 minutes*).
 - 4) When you return from lunch, record your return time in the second "IN" row for each day (*rounding to the nearest 10 minutes*).
 - 5) If you are working an extended period of time and will be taking multiple "lunch" breaks, record what times you left and returned in the "OUT" and "IN" columns, ending with "OUT" for the end of your shift.
- NOTE:** If you work past midnight, you need to record 11:59pm OUT at the end of the first date, and 12:00am IN at the beginning of the next date.
- 6) If you are using the electronic version of the worksheet, your total payable Shift Differential hours will be calculated automatically at the bottom. Otherwise, the Finance Team will calculate it for you.
 - 7) Sign and date the bottom of the worksheet, and give to your supervisor to review, sign, and date.

RIVERSIDE COUNTY REGIONAL PARKS & OPEN-SPACE DISTRICT													
1										PAY PERIOD: 1			
Employee, First Name			Employee ID #			Supervisor Last Name			From 12/15/11		To 12/28/11		
SHIFT DIFFERENTIAL													
Evening Shift Differential is payable to employees whose <u>regularly-scheduled shift</u> ends after 6:00 pm, and is calculated for the hours worked after 3:00pm.													
Night Shift Differential is payable for hours worked between 11:00pm and 7:00am.													
<small>PLEASE NOTE: Employees whose regular shift is not scheduled to end after 6:00pm are not entitled to Shift Differential, even if they work overtime past 6:00pm.</small>													
12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	12/25	12/26	12/27	12/28
THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED
IN	2												
OUT	3												
IN	4												
OUT	5												
IN													
OUT													
IN													
OUT													
IN													
OUT													
IN													
OUT													
GRAND TOTAL	271	6	-	-	-	-	-	-	-	-	-	-	-
	270		-	-	-	-	-	-	-	-	-	-	-
I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE REPORT OF MY TIME.							I HEREBY CERTIFY THAT THE EMPLOYEE'S RECORD IS TRUE AND CORRECT.						
7													
Employee Signature							Supervisor Signature						
Date							Date						

EXAMPLES



RIVERSIDE COUNTY REGIONAL PARKS & OPEN-SPACE DISTRICT

Sample	Employee	123456	Supervisor Doe	PAY PERIOD 1	1	<small>Revised 05/07/2015 HMG</small>
<small>Last Name</small>	<small>First Name</small>	<small>Employee ID#</small>	<small>Supervisor Name</small>	<small>From</small>	<small>To</small>	
				12/11/14	12/24/14	

TIMESHEET

DESCRIPTION	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	###	12/21	###	###	###	TOTAL	
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED		
WORKED HOURS:																
<small>TASKID</small>	<small>TYPE</small>	<small>ACTIVITY</small>														
A003884374	REG	Jensen Beach	2.0	4.0				2.0		4.0				2.0	14.0	
A003884375	REG	Leslie Robinson Nature Center	6.0	4.0			4.0	6.0		4.0			4.0	6.0	34.0	
A003884403	REG	Rancho Jacaranda Park				8.0	4.0					8.0	4.0		24.0	
A003884407	CTW	Weddings & Events			10.0	8.0									18.0	
															-	
															-	
															-	
															-	
<i>TOTAL WORKED HOURS:</i>			8.0	8.0	10.0	8.0	8.0	8.0		8.0			8.0	8.0	98.0	

LEAVE HOURS:																
	TYPE	ACTIVITY														TOTAL
			12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	###	12/21	###	###	
<small>COMP TIME, SICK, VACATION, HOLIDAY, ADMIN LEAVE, JURY DUTY, MILITARY, ETC.</small>	CLU	Compensatory Leave Used													-	
	SCK	Sick Leave											8.0		8.0	
	VAC	Vacation leave													-	
															-	
															-	
															-	
<i>TOTAL LEAVE HOURS:</i>												8.0			8.0	
SUBTOTAL:															98.0	

CERTIFICATIONS & STANDBY:																
	TYPE	ACTIVITY														TOTAL
			12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	###	12/21	###	###	
															-	
															-	
															-	
<i>TOTAL OTHER HOURS:</i>															-	
GRAND TOTAL :			8.0	8.0	10.0	8.0	8.0	8.0		8.0	8.0		8.0	8.0	98.0	

MILEAGE REIMBURSEMENT:																
PURPOSE OF TRAVEL	ACTIVITY	NUMBER OF MILES														TOTAL
			12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	###	12/21	###	###	
															-	
															-	
															-	
TOTAL REIMBURSEABLE MILES:															-	

<p>I HEREBY CERTIFY THIS IS A TRUE AND ACCURATE REPORT OF MY TIME.</p> <p><small>MILEAGE CLAIMED IS TRUE AND CORRECT. IS IN CONFORMANCE WITH POLICY.</small></p>	<p>I HEREBY CERTIFY THE EMPLOYEE'S RECORD IS TRUE AND CORRECT.</p> <p><small>MILEAGE CLAIMED IS TRUE AND CORRECT. IS IN CONFORMANCE WITH POLICY.</small></p>
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RIVERSIDE COUNTY REGIONAL PARKS & OPEN-SPACE DISTRICT

Sample , Employee	123456	Supervisor Doe	PAY PERIOD: 1	Revised 5/7/15 MKG
<small>Last Name, First Name</small>	<small>Employee ID #</small>	<small>Supervisor Name</small>	From 12/11/14	

SHIFT DIFFERENTIAL

Evening Shift Differential is payable to employees whose regularly-scheduled shift ends after 6:00 pm, and is calculated for the hours worked after 3:00pm.

Night Shift Differential is payable for hours worked between 11:00pm and 7:00am when the employee's shift ends between 11:00pm and 7:00am.

PLEASE NOTE: Employees whose regular shift is not scheduled to end between 6:00pm and 7:00am are not entitled to Shift Differential, even if they work overtime during those hours.

	12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24
	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED

IN	9:30 AM	9:30 AM	12:30 PM	9:30 AM	9:30 AM	9:30 AM	9:30 AM		9:30 AM			9:30 AM	9:30 AM	9:30 AM
OUT	12:00 PM	12:00 PM	4:00 PM	12:00 PM	12:00 PM	12:00 PM	12:00 PM		12:00 PM			12:00 PM	12:00 PM	12:00 PM

IN	1:00 PM	1:00 PM	5:00 PM	1:00 PM	1:00 PM	1:00 PM	1:00 PM		1:00 PM			1:00 PM	1:00 PM	1:00 PM
OUT	6:30 PM	6:30 PM	11:30 PM	6:30 PM	6:30 PM	6:30 PM	6:30 PM		6:30 PM			6:30 PM	6:30 PM	6:30 PM

IN														
OUT														

IN														
OUT														

IN														
OUT														

IN														
OUT														

GRAND TOTAL	Z71	3.5	3.5	7.0	3.5	3.5	3.5	3.5	-	3.5	-	-	3.5	3.5	3.5	42.0
	Z70	-	-	0.5	-	-	-	-	-	-	-	-	-	-	-	0.5

<i>Total Hours Worked</i>	8.0	8.0	10.0	8.0	8.0	8.0	8.0		8.0			8.0	8.0	8.0	50.0
<i>Per Timesheet</i>	8.0	8.0	10.0	8.0	8.0	8.0	8.0		8.0			8.0	8.0	8.0	50.0
<i>Overt (Under)</i>	0.0	0.0	0.0	0.0	0.0	0.0	0.0		0.0			0.0	0.0	0.0	0.0