

CITY OF EUREKA

Category: PERSONNEL

POLICIES & PROCEDURES

Subject: TIME CARDS

Date Adopted: December 12, 1988

File Number 3.20

### POLICY OBJECTIVE

To provide a procedure to process time cards.

### ASSIGNED RESPONSIBILITY

City Manager, Department Heads, designated staff

### APPLICABILITY

All employees, full-time, part-time, and seasonal employed by the City of Eureka.

### PROCEDURES

A time card properly completed and signed by both the employee and Department Head, verifying and approving the dates and hours shown as required before a payroll check can be issued by the City of Eureka.

*See the attached time card marked Attachment "A".* The letters "A" through "G" are shown on the attachment. Following is the procedure to follow for each of the designated letters. NOTE: USE RED PEN when entering data on time cards.

The following letters A through G correspond to the letters on time card marked "Attachment A".

- A. Line out calendar dates not in use. First pay period of the month line out the 16<sup>th</sup> through the 31<sup>st</sup>, etc. Second pay period of month line out the 1<sup>st</sup> through the 15<sup>th</sup>. Add vertical lines to the calendar to identify the work week on all "part time": employees. SEE EXHIBIT #2 (Part-time Employee).
- B. Under your calendar dates record "REGULAR" hours worked. SEE EXHIBIT #1 (Full-time Employee) and #2 (Part-time Employee).
- C. Record hours that are the exceptions of either hours worked, hours earned, or hours used and identify with the "Legend". All "Overtime", Premium" (POT and "Straight" (SOT) and "Compensation Time Earned" (CE) must have a completed: "City of Eureka Overtime Request" attached (EXHIBIT #3). "Floating Holiday" is a new benefit since the time cards were designed. Please use FH as the legend to identify the day or days used and write it in under section "E": between O/T HRS. and ADDL. AMT. Use exhibit #1 (Full-time Employee).

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- D. "REGULAR HOURS" (Reg. Hrs.): Use only for part-time employees who earn one rate. DO NOT PUT IN THE RATE OF PAY (EXHIBIT #2). A fraction of an hour must be in whole tenths, *i.e.*, *1-1/4 hours would be "1.3" or 1/2 would be ".5"*
- E. These are for full time Employees only. Enter the hours from section "C"-DO NOT ADD THE LEGEND. TAKE SPECIAL NOTICE: HOLIDAY HOURS (HOL.HRS) as required for GENERAL SERVICE EMPLOYEES would be the Floating Holiday used and for PUBLIC SAFETY EMPLOYEES could be time earned or time used. Eureka City Employees' Association (ECEA) cannot earn holiday under their MOU but if an employee works on the holiday they could (1) be paid as STRIGHT OVERTIME (SOT) or (2) COMP TIME EARNED (CE). The Overtime Hours (O/T) will be PAID. The CE will be COMPENSATION TIME EARNED and CU is COMPENSATION TIME USES.
- F. Both employee and Department Head or designee (as shown on the payroll personnel signature form) signatures are required. If the employee is not available make a copy of the Time Card for payroll until the employee does sign. Recreation part-time employees: in-lieu of signature on the card, attach a copy of the signed work schedule. SEE EXHIBIT #4.
- G. This area is used to identify multiple pay rate and hours. Or any special note you may have for payroll. SEE EXHIBIT #2 (Part-time Employee).

NOTE: If your department has hired an employee since the end of the last pay period you must make up a time card for payroll for each of the employees hired. Time cards are printed for the next payroll from the information in the computer at the end of the last payroll just completed. This is also true if you create a Personnel Action Form (PA) to terminate an employee; a final check must be created and the computer understands only one command, either to pay or to terminate so you will receive a time card for the next pay period after termination.