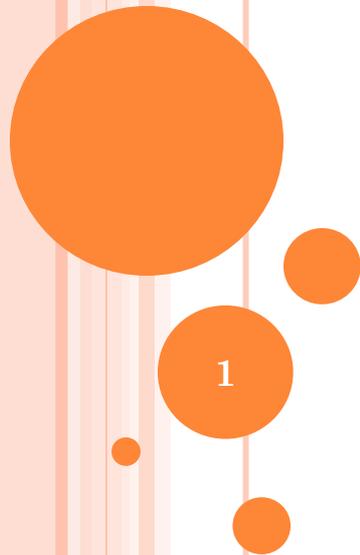


# TIME SHEET



1

FY 2015/2016

# ARB TIMESHEET

- Per Code of Federal Regulations - Timekeeping Requirement is intended to improve accountability for the use of all Federal funds/grants of a recipient thus tracking the hours that staff worked on specific project is required.
- SAM 8539 (Revised 9/00) - Record Keeping and Attendance Requirements
- Per Richard Corey's memo dated December 3, 2013  
“the tracking of hours allow ARB management to evaluate how much time we spend on each project in order to better deploy our resources to meet the Board's highest priorities. It will also provide information needed for annual legislative reports that require ARB to track the resources spent on several programs”.

# RULES AND REGULATIONS

- **Federal Grant Guidelines**
  - (formerly A-21) § 2 CFR 225
  - (formerly A-87) see next page for details
- **Audit Requirements**
  - OMB A-133
- **Notes: CFR = Code of Federal Regulations**
  - Organization is subject to A-133 if it expends more than \$500,000 of Federal funds in its fiscal year

# FEDERAL REQUIREMENTS AND BEST PRACTICES FOR MAINTAINING TIMESHEETS

- *Source: OMB Circular A-87*
  - *Where employees are expected to work solely on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee of supervisory official having firsthand knowledge of the work performed by the employee.*

# WHY COMPLETE A TIMESHEET?

- **Without timesheets, ARB**
  - Is prevented from effectively managing costs.
  - Is inhibited to accurately forecast future budget proposals
  - Is not in compliance with Federal grant requirements.
  - Is inhibited to accurately calculate reimbursement
  - Is inhibited to report to Federal Agencies and Stakeholders
- **With timesheets**
  - Personnel costs are clearly associated with work
  - Employees spend less time trying to remember what actually happened
  - Supervisors find it easier to keep track of who worked what project and the hours spent

# WHO COMPLETES TIMESHEET?

- **Any individuals who receive any type of monetary compensation from the State of California such as salaries and wages must complete and submit a timesheet to ASD.**
- Timesheets constitute important documentation of hours worked and grounds for payment by the State. As such, timesheets must accurately represent hours worked, leave taken, etc. The signatures of employee and supervisor on the completed timesheet constitute verification that the hours reported are accurate and complete.
- At the end of the pay period covered by a timesheet, the employee must sign and date the timesheet no earlier than the last day worked on that timesheet. The approving supervisor afterwards checks, signs, and dates the timesheet and forwards all **3 worksheets to ASD** as soon as possible (preferably on the last day of the pay period.)
  - Whenever the employee is ready to submit (i.e. Vacation Leave)
- Timesheets must be completed and signed **in ink** without use of correction fluid ("white-out"). Time worked and leave taken should be recorded day-by-day on the timesheet.
- On timesheet, record Time in quarter of an hour increments.

## *BEST PRACTICES FOR TIMESHEET PREPARATION*

- Record time allocations daily actual hours worked
- Round to the nearest  $\frac{1}{4}$  hour (.25)
- Do not enter time charges before the date, except for planned leave
- Make sure this is in your written policy
- Do not sign timesheet until you are ready to submit it to your supervisor for review
- Double-check your time for accuracy
- Do not use white-out
- Changes needed after timesheet is submitted, complete **REVISED** timesheet.

# WHAT YOU NEED BEFORE COMPLETING T/S

- Position number- 673-xxx-xxxx-xxx.
- Your last 4 digits of your Social Security #.
- Download Timesheet template from the Inside page and “Save as” into your “H” drive.

# BASIC INSTRUCTIONS

- Employee's must enter their legal name.

Employee:  Last Name,  First Name,  MI

- Position number must be entered without dashes.
  - If you don't know your position number please ask your Personnel Specialist.

Position #  Enter your position # here. Please don't type in the dashes.

- Enter your last 4 digit of SSN number.

SSN # XXX-XX

- New Employee / Late Start Employee

New Employee/Late Start →  New Employee/Late Start

- There will be Reconciliation Variance for New Employee

# INDEX CODE

- Index code will be generated by your position number
- 673 – XXX – Unit number.



- Index code by Division

FY	UNIT	TITLE	INDEX
2015	010	CO - CHAIRMAN'S OFFICE	0100
2015	110	EO - EXECUTIVE OFFICE	1100
2015	210	ED - ENFORCEMENT DIVISION	2100
2015	310	RD - RESEARCH DIVISION	3100
2015	400	TTD - TRANSPORTATION AND TOXICS DIVISION	4000
2015	450	ISD - INDUSTRIAL STRATEGIES DIVISION	4500
2015	510	MLD - MONITORING LABORATORY DIVISION	5100
2015	610	MSCD - MOBILE SOURCE CONTROL DIVISION	6100
2015	710	AQPSD - AIR QUALITY AND PLANNING SCIENCE DIVISION	7100
2015	810	ASD - ADMINISTRATIVE SERVICE DIVISION	8100
2015	860	OIS - OFFICE OF INFORMATION SERVICES	8600
2015	910	ECARS - EMISSIONS COMPLIANCE, AUTOMOTIVE REGULATIONS AND SCIENCE DIVISION	9100

# MONTHS & BARGAINING UNITS

- Pay Period Month will populate the pay period dates and the total # of hours.

Pay Period: **April** 04/01/2016 thru: 04/29/2016

4/1	4/2	4/3	4/4	4/5	4/6	4/7	4/8	4/9	4/10	4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24	4/25	4/26	4/27	4/28	4/29	4/30	5/1	5/2	5/3	5/4
FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED

**168.00** Hours Req'd for Month

- Select your Bargaining unit

BU

- 1
- 2
- 4
- 9
- 10
- 11
- 12
- 14
- 21**
- S - Supervisor
- M - Manager
- E - Exempt
- C - Confidential

Bargaining Unit	Classification
1	Professional, Administrative, Financial, and Staff Services
2	Attorneys and Hearing Officers
4	Office and Allied
9	Professional Engineers
10	Professional Scientific
11	Engineering and Scientific Technicians
12	Craft and Maintenance
14	Printing and Allied Trades
21	Educational Consultant and Library

# WORK WEEK GROUP & SCHEDULES

## ○ Select your Work Week Group and Schedule

Work Week Group:  

2

E

SE

Work Schedule:  

Regular (Monday - Friday)

4/10/40 Monday

4/10/40 Tuesday

4/10/40 Wednesday

4/10/40 Thursday

4/10/40 Friday

9/8/80 A Monday

9/8/80 B Monday

9/8/80 A Tuesday

9/8/80 B Tuesday

9/8/80 A Wednesday

9/8/80 B Wednesday

9/8/80 A Thursday

9/8/80 B Thursday

9/8/80 A Friday

9/8/80 B Friday

Irregular

Daily / Hourly

(see attachment for further explanation on various work week group)

## ○ Time Base

Time Base:  

FT

INT

1/5

2/5

3/5

4/5

1/8

1/4

3/8

1/2

5/8

3/4

7/8

1/10

3/10

7/10

8/10

9/10

RA

Time Base Computation		
FT	176 hours	168 - hours
INT		
1/5	35.2	33.6
2/5	70.4	67.2
3/5	105.6	100.8
4/5	140.8	134.4
1/8	22	21
1/4	44	42
3/8	66	63
1/2	88	84
5/8	110	105
3/4	132	126
7/8	154	147
1/10	17.6	16.8
3/10	52.8	50.4
7/10	123.2	117.6
8/10	140.8	134.4
9/10	158.4	151.2
RA		

Intermittent employees - are allowed to work the maximum required hours for the month; cannot exceed 1500 hours per calendar year.

Retired annuitants - are allowed to work the maximum required hours for the month; cannot exceed 960 hours per fiscal year.

# TASK NAME

- Complete the task from the dropdown option:

TASK NAME	
REG	960 - Accounting
REG	120 - Ambient Air Monitoring-AQ/Toxics - APCF
REG	121 - Ambient Monitoring - Climate - COI
REG	125 - Emission Testing-AQ/Testing - Mobile - MVA
REG	126 - Emission Testing-AQ/Testing - Toxic - APCF
REG	127 - Emission Testing-AQ/Testing - Mobile - VIRF
REG	128 - Emission Testing - Climate - COI
REG	135 - Emergency Response - APCF
REG	140 - Laboratory Analysis - AQ/Toxics - APCF
REG	

- **Please note:** Task – 990 - Division Administration-ARB Wide Activity can only be used by Division Chief, Assistant Division Chief, and Liaisons.

# TASKS

<b>TASK #</b>	<b>TASK NAME</b>	<b>TASK #</b>	<b>TASK NAME</b>
120	Ambient Air Monitoring-AQ/Toxics - APCF	321	Emission Inventory - AQ and Toxics - APCF
121	Ambient Monitoring - Climate - COI	322	Emission Inventory - Mobile - VIRF
122	Ambient Air Monitoring - FED	323	Emission Inventory - Hot Spots - ATIA
125	Emission Testing-AQ/Testing - Mobile - MVA	324	Emissions Inventory - Climate - COI
126	Emission Testing-AQ/Testing - Toxic - APCF	410	Economic Analysis - AQ/Toxics - APCF
127	Emission Testing-AQ/Testing - Mobile - VIRF	411	Economic Analysis - Mobile - MVA
128	Emission Testing - Climate - COI	412	Economic Analysis -Climate - COI
135	Emergency Response - APCF	420	Air Toxics Controls - Mobile - MVA
140	Laboratory Analysis - AQ/Toxics - APCF	421	Air Toxic Controls - Toxic - APCF
141	Laboratory Analysis - Mobile - MVA	422	Air Toxics Controls - Hot Spots - ATIA
142	Laboratory Analysis - Climate - COI	430	Mandatory Reporting Requirements - COI
210	AQ/Toxics Data and Analysis - Toxic - APCF	440	Other Climate - COI
211	AQ/Toxics Data and Analysis - Mobile - MVA	441	Other Climate - Fracking
212	AQ/Toxics Data and Analysis - Climate - COI	442	Other Climate - RMP - APCF
251	AQ and Meteorological Modeling - MVA	450	Cap and Trade Proceeds - GGRF
252	AQ and Meteorological Modeling - VIRF	455	Cap and Trade Regulations - COI
260	Smoke Management - APCF	460	Scoping Plan - COI
270	Industry & Electricity - AQ/Toxic - APCF	465	Western Climate Initiative - COI
271	Industry & Electricity - Climate - COI	471	Low Carbon Fuel Standard - Climate - COI
320	Emission Inventory - Mobile - MVA	475	Landfill Methane - COI

# TASKS

TASK #	TASK NAME	TASK #	TASK NAME
481	SB375 - Climate - COI	535	Other AQ/Toxics - APCF
482	Fuels and Refineries - MVA	536	Vapor Recovery - APCF
490	Certification and Verification - Mobile - MVA	570	AQIP - AQIF
491	Certification and Verification - Climate - COI	571	AQIP - Reimbursement
492	Certification and Verification - Other - APCF	572	AQIP - GGRF
501	Mobile Source Program - AQ/Toxics - MVA	575	EFMP
502	Mobile Source Program - AQ/Toxics - BONDS	580	Carl Moyer - APCF
503	Mobile Source Program - AQ/Toxics - APCF	610	Portable Equipment Registration Program - APCF
504	Mobile Source Program - Climate - GGRF	620	Enforcement - AQ/Toxics - APCF
509	SIPs and Transportation Planning - APCF	621	Enforcement - Climate - COI
510	SIPs and Transportation Planning - FED	622	Enforcement - Mobile Sources - MVA
510	Federal -PAMS A-00901315	623	Enforcement - Mobile Sources - APCF
511	Federal - Pollution Prevention NP- 99T20001	624	Enforcement - Mobile Sources (GHG) - GGRF
512	RENEWABLE ENERGY RESEARCH & DEVELOPMENT	625	Enforcement - Mobile Sources - VIRF
519	Federal - DERA DS-99T12001	660	Enforcement - Training - VIRF
520	Consumer Products - APCF	661	Enforcement - Training - MVA
521	Architectural Coating - APCF	670	Enforcement - Consumer Products/Arch Coatings - APCF
530	Indoor Air - APCF	701	Research - AQ/Toxics - MVA
532	Dry Cleaning - NDCI	702	Research - Climate - COI

# TASKS

TASK #	TASK NAME	TASK #	TASK NAME
900	Executive Office	940	Procurement and Facilities
910	Chairs Office	941	Procurement
911	Board Members	942	Facilities
912	Legislative Affairs	943	Space
913	Ombudsman/Small Business	944	Fleet
914	Communications	945	Business Services
920	Legal Office	950	Budgets
921	Legal Office - CEQA	951	Contracts
922	Legal Office - Attorney	960	Accounting
923	Legal Office - BARCU	970	Office of Information Services
924	Legal Office - EEO	971	IT Operations and Support Branch
930	Administrative Services Division	972	Systems Development and Support Branch
931	Human Resources	<b>990</b>	<b>Division Administration - ARB Wide Activity</b>

# FUND TITLE & NUMBERS

- **Motor Vehicle Account -MVA- Fund 0044**
  - The Motor Vehicle Fund was established in 1915 as the depository of revenue related to the ownership and operation of motor vehicles. The fund has continued in existence by Section 42270 of the Vehicle Code. Money shall be expended by the department in carrying out the provisions of this code and in enforcing any other laws relating to vehicles or the use of highways.
- **Air Pollution Control Fund-APCF-Fund 0115**
  - This fund was created to act as a depository for penalties and fees collected on vehicular and non-vehicular air pollution control sources. The money in the fund shall be available to the State Air Resources Board to carry out its duties and functions.
- **Vehicle Inspection and Repair Fund – VIRF- Fund 0421**
  - A depository for all fees collected by the Department of Consumer Affairs under the Automotive Repair Act for the purpose of developing and implementing in federally designated nonattainment areas a biennial motor vehicle emissions inspection program consisting of a testing portion, a repair portion, and a consumer protection-oriented quality assurance portion. The bill would also make the moneys in the fund available to the Department of the California Highway Patrol for roadside inspection of heavy-duty vehicles. This chapter shall remain in effect only until January 1, 1999.
- **Air Toxics Inventory and Assessment Account –ATIA- Fund 0434**
  - A depository for fees collected from facility operators, as specified, for the purpose of implementing the Air Toxics "Hot Spots" Information and Assessment Act of 1987. This Act would require facility operators to submit the implement comprehensive emissions inventory plans, as specified, to their district. The districts and the State would be required to follow-up, as specified.
- **Cost of Implementation Account-COI-Fund 3237**
  - For achieving the maximum technologically feasible and cost-effective reductions in greenhouse gas emissions from sources or categories of sources of greenhouse gases by 2020. Identify and make recommendations on direct emission reduction measures, alternative compliance mechanisms, market based compliance mechanisms, and potential monetary and nonmonetary incentives for sources and categories of sources that the state board finds are necessary or desirable to facilitate the achievement of the maximum feasible and cost-effective reductions of greenhouse gas emissions.
- **Greenhouse Gas Reduction Fund –GGRF-Fund 3228**
  - To advance the goals of the California Global Warming Solutions Act of 2006, leading to reductions in the greenhouse gas emissions and supporting long-term, transformative efforts to improve public health and develop a clean energy economy.

# FUND TITLE & NUMBERS

## ○ **Oil, Gas, and Geothermal Administrative Fund-Fracking-Fund 3046**

- In accordance with Public Resources Code section 3401 (a) the proceeds of charges levied, assessed, and collected pursuant to Article 7 of the Public Resources Code (commencing with Section 3400), upon the properties of every person operating or owning any interest in the production of a well shall be used exclusively for the support and maintenance of the department charged with the supervision of oil and gas. The proceeds may also be used by public entities, subject to appropriation by the Legislature, for all costs associated with well stimulation treatments and costs of the State Water Resources Control Board and regional water quality control boards as provided in Public Resources Code section 3401 (b).

## ○ **Federal Trust Fund-FED-Fund 0890**

- Created for the deposit of all moneys received by the state from the federal government where the expenditure is administered through or under the direction of any state agency. The purpose of this fund is to provide better accountability of the receipts and expenditures of federal funds that are received by the state. The legislation provides that where existing state law provides for the deposit of specific federal moneys into a specific State Treasury Trust Fund, the money first will be credited to the Federal Trust Fund and then be transferred to that Treasury Trust Fund. If no Treasury Trust Fund has been created for the deposit of particular federal funds, the moneys are to be held in the Federal Trust fund until claims are filed for expenditure for the purpose for which the moneys were received. Also, the expenditures may be made in the first instance from state funds and then reimbursed by transfer from the Federal Trust Fund, pursuant to a general plan approved by the Director of Finance and the State Controller. Such a plan may, in addition, provide for advances from the Federal Trust Fund. This fund is to become operative on July 1, 1979.

## ○ **Nontoxic Dry Cleaning Incentive Trust Fund –NDCI-Fund 3070**

- This fund was created to deposit revenue received from a \$3.00 per gallon fee imposed on every manufacturer of perchloroethylene (perc) and on every person that imports perc into the state for use in dry cleaning operations. The revenue generated by the fee would be used to provide grants up to \$10,000 to eligible dry cleaners to aid their transition to nontoxic and nonsmog technologies (70%), and to support a demonstration program for these technologies (30%). The demonstration program would require 50% matching funds. In accordance with Section 41998(d), not more than 5% of the money in the fund, calculated annually, may be utilized by the state board to administer the grant and demonstration programs to cover the costs of the program.

# FUND TITLE & NUMBERS

- **Highway Safety, Traffic Reduction, Air Quality – Fund 6053**
  - The goal of the Highway Safety, Traffic Reduction, Air Quality, and Port Security Bond Act of 2006 (Proposition 1B) is to improve transportation, air quality, and port security through the creation of new transportation accounts and programs, and by providing new funding for existing programs.
- **Air Quality Improvement Fund –AQIF-Fund 3119**
  - The primary purpose of the program shall be to fund projects to reduce criteria air pollutants, improve air quality, and provide funding for research to determine and improve the air quality impacts of alternative transportation fuels and vehicles, vessels, and equipment technologies.
- **Enhanced Fleet Mod-EFMP-Fund 3122**
  - Allows for the voluntarily retirement of passenger vehicles and light-duty and medium-duty trucks that are high polluters.
- **California Ports Infrastructure, Security, and Air Quality Improvement Account, Highway Safety, Traffic Reduction, Air Quality, and Port Security Fund – Fund 6054**
  - To be used for infrastructure improvements on highways, freight rail systems, seaports, land ports, and airports for activities related to the movement of freight along California’s trade corridors. Port, harbor, and ferry terminal security improvements and to reduce emissions and improve air quality
- **Reimbursements- Reimb- Fund 0995**
  - The Department of Finance created fictitious funds for budgetary purposes only. Reimbursements (0995) are used to capture totals for reimbursements as a funding source. This is not a fund in the State Treasury but is used in the schedule of appropriation for reimbursements.

# USE OF LEAVE CODES

- Please select the appropriate leave codes to make up for total hours worked for the month:

		Dates	7/1	7/2
		Day	WED	THU
Absent Hours	Code			
	Hours	AL01		
	Code	AL04		
	Hours	AL71		
	Code	AT01		
	Hours	BL01		
	Code	CPD		
	Hours	CT01		
	Code	CT04		
	Hours	0.00		
Code				
Hours	0.00			
CT Code				
Hours	0.00			
OT Code				
Hours	0.00			
	0.00	0.00	0.0	
CT/OT Variance			0.00	0.0

# H/R LEAVE CODE

## Attendance Codes:

- AT01 - Administrative Time Off (ONLY when directed)
- AL01 - Annual Leave Used
- AL04 - Annual Leave Used in lieu of sick - self
- AL71 - Annual Leave Used in lieu of sick - family
- BL01 - Bereavement Leave
- CF01 - California Family Rights Act (CFRA)
- CPD - Climbing Pay
- CT01 - Compensating Time Off Used
- CT04 - Compensating Time Off Used in lieu of sick - self
- CT71 - Compensating Time Off Used in lieu of sick - family
- DK01 - Dock-document unapproved dock under Add'l Information
- EX01 - Excess Hours
- FM01 - FMLA-Unpaid leave
- FH01 - Furlough Hours Used
- HC01 - Holiday Credit Used
- HC05 - Holiday Credit
- HI01 - Holiday Informal Time Off
- JD01 - Jury Duty (Attach Proof of Service)
- MN01 - Mentor Leave (Attach Verification from Mentoring Org)
- ML01 - Military Leave (Attach Orders)
- NDI - Non-Industrial Disability Leave
- OT - Overtime Worked - Cash Compensation
- CT - Overtime Worked - Compensating Time off (CTO)
- PH01 - Personal Holiday
- PL01 - Personal Leave Program (1992)
- LD01 - Personal Leave Program (2003)
- LP01 - Personal Leave Program (2010-11)
- LV01 - Personal Leave Program (2012)
- PBM - Precinct Board Member
- PT01 - Professional Training and Development Day
- RDO - Regular Day Off
- SRE - Shift Differential - Evening
- SRN - Shift Differential - Night
- SL01 - Sick Leave Used - self
- SL02 - Sick Leave Used - family
- SDI - State Disability Insurance
- SW01 - Subpoenaed Witness (Attach Subpoena)
- UL01 - Union Paid Leave
- VT01 - V-Time Used (Supplemental Time Off)
- VA01 - Vacation Used
- VA04 - Vacation Used in lieu of sick - self
- VA71 - Vacation Used in lieu of sick - family
- PV01 - Voluntary Personal Leave
- PI - Workers' Compensation (pending)

# REVISED TIMESHEET

- In case of individuals needing to revise their timesheet after it has been submitted to ASD:
  - Open your timesheet from your drive
  - File save as revised timesheet for the month
  - Update your timesheet with changes needed
  - Check the box on the right hand corner(check if revised timesheet). By checking this box Accounting and HR will be notified this is revised timesheet and will only key in changes on the timesheet.



- Print and obtain required signatures and submit to all 3 pages to ASD

# FOR MORE INFORMATION .....

## ○ **Contact Personnel Specialist for your Division**

- Position Numbers
- Leave Balances

## ○ **Budget Branch**

- Task related
- Pam Biggins- Budget Chief

## ○ **Accounting Branch**

- Index codes
- Error with Excel document
- Timesheet instruction questions/clarifications
- David Azevedo- Accounting Chief
- [Accountingsystems@arb.ca.gov](mailto:Accountingsystems@arb.ca.gov)

# PERSONNEL SPECIALIST BY DIVISION

- Andrea Clugston – MLD & EO & CalEPA
  - Gayatri Satyan- OIS & RD
  - Ryan Perez- MSCD & ECARS
  - Rocky Inong- ISD & TTD & CO
  - Tanya Bordei -ASD
  - Tahir Jones- AQPSD & ED
- 
- Kathy Cowan – Supervisor
  - Annette Tamburo- Manager

# QUESTIONS

- Any Questions ?



- Please complete the Evaluation form.



# TOOLS & RESOURCES

- Timesheet Template and Instructions
  - [ARB Time Report](#)
- CalHR – Civil Service Work Week Group Information
  - [Work Week Group Information](#)
  - [Civil Service Pay Scale](#)
- Questions or Queries Accounting related
  - [Accountingsystems@arb.ca.gov](mailto:Accountingsystems@arb.ca.gov)