

Human Resources Memorandum

SUBJECT: Availability of 2016 Timesheets and Reminder of Timesheet Submission Responsibilities	NUMBER: HR 16-004
	DATE ISSUED: January 15, 2016
DISTRIBUTION: All Employees	EXPIRES: N/A

The 2016 timesheets are now posted on the intranet for immediate use. The 2016 timesheet can be access by clicking the following link:

<http://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=115326>

In order to ensure that employee's leave balances are correct and that funding is allocated to the correct index and PCA number, The California Department of Fish and Wildlife (CDFW) Human Resources Branch (HRB) and the Accounting Services Branch (ASB) need all timesheets submitted no later than the 5th working day of the following pay period.

Timesheets cannot be signed in advance of the last day of the pay period, unless the employee is separating or on a scheduled leave (i.e. sick, vacation, jury duty), at the end of the month.

Employee's Responsibility

Prior to submitting your timesheet, review the time recorded, verify the proper PCA, Index, and any applicable project and optional activity codes used for ASB's labor distribution reporting. Employees should keep a record of their earned and used leave to avoid errors when charging leave.

Supervisors Responsibility

If an employee is unavailable, the supervisors may need to submit a timesheet on behalf of their employee and indicate on the "employee is unavailable to sign," on the employee's signature line.

In this case, the supervisor should attempt to discuss the timesheet with the employee and provide the employee (email, fax, postal mail) a copy of the timesheet for their review. Any amended timesheets must be reviewed by the supervisor and immediately submitted to the assigned Personnel Specialist and ASB for processing.

Note: The Data Technology Division (DTD) is working with HRB and ASB to develop an electronic time reporting system. DTD anticipates implementing the new reporting system by the end of the calendar year.

Should you have any questions or concerns, please contact the assigned Personnel Specialist or Cathy SooHoo at (916) 653-9075. Please contact Joanna Ho regarding questions related to labor distribution reporting at (916) 653-3573.