

STATE OF FLORIDA EMPLOYEE TIMESHEET



EMPLOYEE INFORMATION

PLEASE PRINT Name (Last Name, First Name, MI)

Appt ID OPS Pay Period From (MM / DD / YY) / /

Position Number Pay Period To (MM / DD / YY) / /

Signature _____ / _____ Date

By submitting your timesheet, or any portion thereof, for the time reporting period, you hereby certify that it represents a true and correct record of your time. Intentional falsification of this timesheet, or any portion thereof, shall be cause for dismissal in accordance with the Florida Administrative Code.

APPROVER INFORMATION

PLEASE PRINT Name (Last Name, First Name, MI)

Appt ID

Email

Signature _____ / _____ Date - -

Telephone # Including Area Code - -

Page of

TOTAL HOURS WORKED	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL HOURS LEAVE	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL HOURS	<input type="text"/>	<input type="text"/>	<input type="text"/>

CHARGE OBJECT	HRS TYPE	FRI		SAT		SUN		MON		TUE		WED		THU		FRI		SAT		SUN		MON		TUE		WED		THU		
	TOTAL DAILY HRS																													

NOTE: This timesheet should only be used under certain circumstances (e.g., declared disaster where access to the online People First timesheet is not available to the employee).

STATE OF FLORIDA TIMESHEET INFORMATION AND INSTRUCTIONS



HOURS TYPE CODES

- | | |
|--|---|
| 0010 PAID PARENTAL - Maternity
0011 PAID PARENTAL - Care/Bond 1
0012 PAID PARENTAL - Care/Bond 2
0013 PAID PARENTAL - Care/Bond 3
0014 PAID PARENTAL - Care/Bond 4
0031 ADMIN - Jury Duty
0032 ADMIN - Witness
0033 ADMIN - Military Exam
0034 ADMIN - Death in Family
0035 ADMIN - Voting
0036 ADMIN - Interview/Exam
0037 ADMIN - Certain Athletes
0038 ADMIN - Disaster Volunteer Leave
0040 ADMIN - Discretionary Day
0044 ADMIN - Mentor/Volunteer
0045 ADMIN - Office Closure
0046 ADMIN - Formal Investigation
0051 LEAVE - Annual
0052 LEAVE - Sick
0053 LEAVE - Family Sick
0054 LEAVE - Regular Comp
0055 LEAVE - SC Pre-July 2012
0056 ADMIN - Authorized Other
0057 ADMIN - Reserve/National Guard Training
0058 LWOP - Authorized
0059 LWOP - Unauthorized
0060 LWOP - Workers' Comp
0061 ADMIN - FL National Guard
0062 ADMIN - Educational Leave
0065 ADMIN - Workers' Comp
0066 HOLIDAY - Personal | 0067 NO PAY STATUS (FSDB Only)
0069 ADMIN - Active Military
0070 LWOP - Military Training
0071 LWOP - Enlisted
0072 LWOP - Non FL ST Activation
0075 ADMIN - Veterans Disability
0076 PERSONAL LEAVE (FSDB Only)
0079 ADMIN - FL State Guard
0080 ADMIN - Child's Activities
0081 ADMIN - LE In-Line of Duty Death
0082 LWOP - Active Military with Pay Supplement
0083 LWOP - Active Military without Pay Supplement
0084 LEAVE - Care/Bonding Sick
0085 LEAVE - FLSA Comp
0091 LEAVE - SC Holiday
0094 LEAVE - SC Closures
1000 WORK - Regular
1002 ON-CALL
1004 WORK - Call Back #1
1005 HOLIDAY - State Paid
1006 WORK - Essential Service/Office Closures
1008 MENTOR/VOLUNTEER Unpaid
1014 WORK - Call Back #2
1016 WORK - CS Extraordinary Pay
1017 WORK - SES Extraordinary Pay
1019 WORK - DOT Incident Mgmt (DOT Only)
1020 WORK - RN/SLPN Shift Diff Hours (DVA Only)
1021 WORK - SCNA Shift Diff Hours (DVA Only)
1024 WORK - Call Back #3
1034 WORK - Call Back #4
1044 WORK - Call Back #5 |
|--|---|

Page ____ of ____

This timesheet is for two weeks at a time. If you are a monthly employee, you may have to complete up to 3 manual timesheets. If you are filling out multiple timesheets, make sure that you number each page in order. For example, if you fill out 3 timesheets for the month, mark each page in "Page ____ of ____" field. Your first page would be Page 1 of 3, then Page 2 of 3 and finally Page 3 of 3.

EMPLOYEE INFORMATION

Name: Print LAST name, FIRST name and MIDDLE initial
EE ID: People First Employee ID number
OPS Check Box: Check this box if you are an OPS employee
Pay Period From: Pay period begin date in the MM/DD/YY format
Position Number: 8 digit Position Number including 2 digit agency code
Pay Period To: Pay period end date in the MM/DD/YY format
Signature: Signature of employee

APPROVER INFORMATION

Name: Print LAST name, FIRST name and MIDDLE initial
EE ID: Approver's People First Employee ID number
Email: Approver's work email address
Signature: Approver's signature
Telephone Number: Approver's telephone number including area code
***Timesheet will not be processed without the approver's signature**

ADDITIONAL FIELDS

Charge Object: Charge Object that hours are being charged to
Activity: The Activity associated with the Charge Object being used
Subactivity: The Subactivity associated with the Charge Object being used

CHARGE OBJECT	ACTIVITY	SUB ACT

The top line of the "Date" field is pre-populated with the days of the week, starting with the first day of the work week, Friday. You must fill in the numeric date for each day. Example: If Friday is the 13th, enter "13" in the field to the right of the "FRI" label, "14" to the right of "SAT", etc.

HRS TYPE	FRI	1	3		
1000	7	7	5	- Hours Worked	

The "HRS TYPE" field must have a valid value from the Hours Type Codes list. The "Hours Worked" must be recorded in two parts. The first two boxes accepts whole hours values only between 0 (zero) and 24. The next two boxes accepts the decimal hour values i.e. 15 minutes = 25, 30 minutes = 50 and 45 minutes = 75. Example: if you worked 7 hours and 45 minutes, you would enter 7 in the second box to the left and 75 in the next two boxes for a total of 7.75 hours.

Mail Completed Manual Timesheets To:

People First Service Center
 P.O. Box 6830
 Tallahassee FL, 32314-5100

TOTAL DAILY HRS

The "Total Daily Hrs" is the total hours for the entire day across all recorded charge objects.

TOTAL HOURS WORKED

The "Total Hours Worked" is the total hours worked for the entire timesheet period.

TOTAL HOURS LEAVE

The "Total Hours Leave" is the total leave hours for the entire timesheet period.

TOTAL HOURS

The "Total Hours" is the total hours for the entire timesheet period.