

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 - -

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TOTAL HOURS WORKED				
TOTAL HOURS LEAVE				
TOTAL HOURS				

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

0031 ADMIN - Jury Duty
 0032 ADMIN - Witness
 0033 ADMIN - Military Leave
 0034 ADMIN - Death in Family
 0035 ADMIN - Voting
 0036 ADMIN - Interview/Exam
 0037 ADMIN - Certain Athletes
 0038 ADMIN - Red Cross Disaster
 0040 ADMIN - Annual Discretionary Admin Leave
 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 - Special Comp-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 Leave
 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)
 0080 ADMIN - Child's Activities
 0082 LWOP - Active Military with Pay Supplement
 0083 LWOP - Active Military without Pay Supplement
 0085 LEAVE - FLSA Comp
 0089 ADMIN - Law Enforcement
 0091 LEAVE - SC Holiday
 0094 LEAVE - SC Closures
 0096 LEAVE - SC Holiday CO
 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
 1018 WORK - FNA Shift Differential Hours
 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.

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.

Mail Completed Manual Timesheets To:

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