# **Employee Time Entry Worksheet**

*The Employee Time Entry Worksheet is used throughout the course and must be completed before you continue with the course. If you need help click* [*HERE*](http://intranet.dot.state.co.us/business/center-for-human-resources-management/chrm-reports/work-schedule-report) *to find your Time Admin (Timekeeper).*

**Instructions on how to complete the Employee Time Entry Worksheet:**

1. Click [HERE](http://sapprdep.dot.state.co.us:50000/irj/portal) and enter your Username and Password and then select Log on *Employee Self-Service 🡪 Time Statement 🡪 Current month 🡪 Display Report*
2. Using your Time Statement and the sample below, enter **YOUR** details on the Employee Time Entry Worksheet.



|  |  |
| --- | --- |
| 1. I am in Personnel Area Choose an item.
 | 1. I am in Personnel Subarea (Select One)
 |
| 1. My Time Admin is: ­­­­
 | 1. My Personnel no is:
 |
| 1. My Cost ctr (Center) is:
 | 1. I am (Select One)
 |
| 1. I am a/an (select One) employee
 | 1. My work schedule is:
 |

1. **Non-exempt Maintenance employees only** (All others skip this question and go to question 10)

 *If you are a Non-exempt Maintenance employee* ***Select All*** *of the following and* ***go to question 10***

 [ ]  I am eligible for on-call

 [ ]  I am eligible for shift differential

 [ ]  I am in an essential position

1. Review the processing eligibility section of the Time Statement as shown by the red arrow below.*If you do not see an item listed then you are not eligible*

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 [ ]  I am eligible for Shift Differential because I see 1=Shift Premium list

 [ ]  I am in an Essential position

 [ ]  I am eligible for on-call

 [ ]  I am eligible for Compensatory time

1. **Payroll Deadlines and Payment:**

[ ]  I am a **Full Time Employee**

* + Paid monthly (Click [HERE](http://intranet.dot.state.co.us/business/payroll/Payroll_Sch_Monthly/%40%40download/file/Payroll_Sch_Monthly.pdf) to see the monthly pay schedule)
	+ All entries and revisions must be approved by 5:00pm on the second business day of the following month

 [ ]  I am a **Temporary, Winter Part-time, or Permanent Part-time Employee**

* + Paid Bi-weekly (Click [HERE](http://intranet.dot.state.co.us/business/payroll/documents/biweekly-pay-schedule/%40%40download/file/Payroll_Sch_Biweekly.pdf) to see the Bi-weekly Pay Schedule)
	+ Timesheet is released by Monday 10:00am
	+ All timesheets must be approved by 5:00pm Monday

**After the class talk to your supervisor or timekeeper to answer the following:**

1. **When I enter regular working time I use A/A code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **What do I charge my time to (Cost Center, WBS Element, CE Pool, Work Order)?**
3. **What is the expectation of when/How to request leave?**