



# County of San Bernardino TIME AND LABOR

The process used to compensate employees for their bi-weekly earnings.

## REFERENCES

Current County Memoranda of Understanding (MOU)

## TIME AND LABOR REPORT

### FORMS REQUIRED

Time and Labor Report (TLR)

### MANDATORY FIELDS

Employee Name, Company, Union Code, Pay Group, Job Code, Batch ID/Department, Employee ID, Recd#; Position#, Pay End Date, Wk, Day, TRC, No. of Units, Total Units

### GENERAL INFORMATION

The TLR is used to account for an employee's time for a specific pay period and must be completed in order for the employee to be paid.

The TLR is distributed to departments approximately one (1) pay period in advance of the next pay period and will include the employee's job data information as of the printing date of the form, except for new employees. Departments receive blank TLR's that are to be used for new employees until a preprinted one is generated (usually two (2) pay periods).

**Note:** Do not use preprinted TLRs for employees who have promoted or transferred within your department. The employee **must** use a blank TLR.

TLRs are submitted to EMACS-Payroll, but are keyed by an outside keypunch agency.

TLRs must be completed in black ink ONLY, and be legible and uniform. Common errors involve alphanumeric TLR codes that look the same if not written legibly such as: 5 and S, 4 and 9, 1 and 7, 6 and 0, etc.

Errors must be lined out using a thick pen. Writing over or whiting out codes listed in error are not acceptable. All errors made due to an illegible TLR will require an Amended TLR sent to EMACS-Payroll.

TLRs must be received by the deadline indicated on the Master Calendar for EMACS Processing.

**Note:** Some employees are not required to complete a TLR. They include employees in the SAL pay group (i.e., elected officials, judges, etc.), interfacing departments and employees whose departments use the Time and Labor Claim. *Refer to department guidelines for individual procedures*

For hints on where to find Employee ID, Rcd. No. and other standard information, see "EMACS Navigation" section.

### CODING TIME

Any paid leave time coded on the TLR in excess of the employee's leave balance will be converted to Leave Without Pay (WOPIL). All leave balances appear on the Leave and Earnings Statement and it is the employee's responsibility to be aware of their balances.

#### **Weekly Basis**

Time must be coded on a weekly basis, separating Week 1 and Week 2, unless daily time reporting is required as determined by Job Code Title. All employees must code time equal to their scheduled hours **except:** Recurrent, PSE and Extra Help employees. Leave time must be coded daily unless the same type of leave is used for the entire week. Time Reporting Codes (TRC) for Leave Without Pay can be used to report the difference between paid work time and scheduled hours.

#### **Daily Overtime Rules**



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Employees eligible for daily overtime are required to report time on a daily basis (most of these employees work for Sheriff, Behavioral Health, Probation and Arrowhead Regional Medical Center). All employees in Pay Group C14 are required to report daily time. *Refer to TRC Codes to Earning Codes Translation Exhibit*

### **Contract Employees**

Contracts are negotiated separately and do not always follow the same compensation rules established for regular employees. Because of this, contract employees are required to use different TRC's for certain types of pay. *Refer to TRC Codes to Earnings Codes Translation Exhibit*

### **Public Gathering Positions**

**Safety and Safety Management Units** - Report Public Gathering time under the employee's regular position number using the 'PGTH' TRC.

**All Other Units** - Report Public Gathering time under a separate position number on a separate TLR using the 'PGTH' TRC.

## **DEFINITIONS**

### **Time Reporting Fields**

All employees are required to complete this section for recording hours, TRCs and number of units.

- Wk:** The week of the pay period for which time is being reported. Week 1 and 2 are the only valid values.
- Day:** The day of the week for which time is being reported. 1-7 represents the days, Saturday (Day 1) through Friday (Day 7). The '8' is a summary record for all days in either Week 1 or Week 2. The '8' record is not valid for employees in Job Code Titles required to report daily time.
- TRC:** Time Reporting Codes must be left justified. The codes are alphanumeric, up to five (5) digits. *Refer to TRC Codes to Earning Codes Translation Exhibit*
- No. Of Units:** The number of hours or units being reported. Number of units must be in increments of .25, to the right of the decimal. Certain TRC's require higher increments. *Refer to appropriate MOU, Exempt Compensation Plan or Contract*
- Total Units:** Sum of all hours/units. If the total is not a sum of the detail lines, EMACS will reject the TLR. Always verify the total when updating a TLR.
- Signature Lines:** Employee's signature certifies that all information is correct and leave balances are available. If the employee is not available write in N/A. Authorizing Signature is required.

*Refer to department guidelines for individual procedures*

## **LABOR DISTRIBUTION FIELDS**

The following fields are used by departments that receive Labor Distribution downloads and reports:

- Dept:** Use to override the employee's department ID for Labor Distribution reports only. The entire five (5) digit numeric department ID must be used.
- Program:** Department defined
- Activity:** Department defined
- Location:** Department defined
- Cost Center:** Used by certain departments for productivity reports. This field will override the employee's default cost center on Labor Distribution reports.
- Global:** This field is reserved to indicate time worked on County-wide projects (i.e., emergency projects)

## **AMENDED TLR**



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An original Amended TLR form **must** be used to correct a previously submitted TLR when the department is notified that an employee's time errored in EMACS or when an employee's time was not reported correctly. *Refer to Amended Batch Headers section for further processing*

All changes made to Amended TLRs **must** be identified with an asterisk (\*).

TRC code WOPIL (without pay insufficient leave) or WOPML (without pay military leave) cannot be coded on the amended TLR.

If an amendment is needed based on a correction to an audit report, then the Amended TLR must be attached to a copy of the audit report.

Amended TLRs are also used when submitting corrections with a Payroll Adjustments (PA) or an On Demand Warrant (ODW).

## PAYROLL CLERK RESPONSIBILITIES

- ◆ Ensure TLR has authorized approval
- ◆ Verify that new, promoting or transferring employees are in EMACS before completing a TLR. Do not use pre-printed TLR with previous department's information.
- ◆ Verify that the Total Units field is completed and is equal to the number of units listed
- ◆ Verify that the correct TRC Codes are used
- ◆ Verify that leave information recorded on the TLR agrees with that shown on the Leave Request
- ◆ Verify that all voided entries are clearly lined out and TLR is legible
- ◆ Verify that hours/units are listed in quarter hour increments (i.e. .25, .50 and .75)
- ◆ Retain copy for department file
- ◆ Forward to EMACS-Payroll

## DEADLINES

Refer to Master Calendar for EMACS Processing

## RELATED FORMS/PROCEDURES

- On Demand Warrant
- Payroll Adjustments – Miscellaneous
- Time and Labor Batch Header

## TIME AND LABOR CLAIMS

### FORMS REQUIRED

- Time and Labor Claim (TLC)

### MANDATORY FIELDS

Department, Pay End Date, Batch ID/Department, Employee Name, Employee ID, RECD#; Position #; Wk, Day, TRC Type, No. of Units, Total Units

### GENERAL INFORMATION

The TLC is used by certain departments, who do not use TLRs to record an employee's time. One employee pay record is completed per TLC with up to five (5) employees on the claim. Only list employees with valid earnings for the current pay period, all other employees should be left off the claim or lined out before submitting to EMACS-Payroll.

For hints on where to find Employee ID, Rcd. No. and other standard information, see "EMACS Navigation" section.

### CODING TIME



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Any paid leave time coded on the TLC in excess of the employee's leave balance will be converted to Leave Without Pay (WOPIL). All leave balances appear on the Leave and Earnings Statement and it is the employee's responsibility to be aware of their balances.

### DEFINITIONS

#### TIME REPORTING FIELDS

- Wk:** The week of the pay period for which time is being reported. Week 1 and 2 are the only valid values.
- Dy:** The day of the week for which time is being reported. 1-7 represents the days, Saturday (Day 1) through Friday (Day 7). The '8' is a summary record for all days in either Week 1 or Week 2. The '8' is not valid for employees in Job Code Titles required to report daily time.
- TRC Type:** ***Time Reporting Codes must be left justified.*** The codes are alphanumeric, up to five (5) digits. *Refer to TRC Codes to Earning Codes Translation Exhibit*
- No. Of Units:** The number of hours or units being reported. Number of units/hours must be in increments of .25, to the right of the decimal. Certain TRCs require higher increments. *Refer to appropriate MOU, Exempt Compensation Plan or Contract*
- Total Units:** Sum of all hours/units. If the total is not a sum of the detail lines, EMACS will reject the TLC. Always verify the total when updating a TLC.

#### AMENDED TLC

An original Amended TLC form **must** be used to correct a previously submitted TLC when the department is notified that an employee's time errored in EMACS or when an employee's time was not reported correctly.

All changes made to Amended TLC **must** be identified with an asterisk (\*).

If an amendment is needed based on a correction to an audit report, then the Amended TLC must be attached to a copy of the audit report.

Amended TLCs are also used when submitting corrections to the PAs and ODWs.

#### PAYROLL CLERK RESPONSIBILITIES

- ◆ Complete TLC
- ◆ Verify that the Total Units field is completed and is equal to the number of units listed
- ◆ Verify that the correct TRC Codes are used
- ◆ Verify that new employees are in EMACS before completing a TLC
- ◆ Verify that the correct position number is used for promoted/transferred employees
- ◆ Verify that the leave information recorded on the TLC agrees with that shown on the Leave Request
- ◆ Verify that all voided entries are clearly lined out and TLC is legible
- ◆ Verify that hours/units are listed in quarter hour increments (i.e. .25, .50 and .75)
- ◆ Line out all pre-printed employees who do not have paid hours, unless coding leave without pay
- ◆ Verify that the correct pay period end date is used
- ◆ Obtain authorizing signature
- ◆ Retain copy for department file
- ◆ Forward to EMACS-Payroll

#### DEADLINES

Refer to Master Calendar for EMACS Processing

#### RELATED FORMS/PROCEDURES



# County of San Bernardino TIME AND LABOR

On Demand Warrant  
Payroll Adjustments – Miscellaneous

## TIME AND LABOR BATCH HEADER

### FORMS REQUIRED

Time and Labor Batch Header

### MANDATORY FIELDS

All

### GENERAL INFORMATION

The Time and Labor Batch Header serves as a grouping and distribution control for processing of TLR documents. The batch header is not required for the TLC.

Time and Labor Batch Headers and Amended Time and Labor Batch Headers are not required when:

- ◆ Submitting an amended TLR or TLC by means of a PA or ODW
- ◆ Directed by EMACS-Payroll that a batch header is not needed

For hints on where to find Employee ID, Rcd. No. and other standard information, see “EMACS Navigation” section

### DEFINITIONS

- Dept ID:** The entire five (5) digit numeric department ID must be used
- Department Name:** Name that corresponds with the five (5) digit department ID
- Pay End Date:** Last day of the pay period for which TLRs are being processed
- Payroll Clerk Name:** Print name and contact number
- # of Docs:** Number of documents included for the department ID listed. A maximum of 50 TLRs can be grouped together per batch header. TLRs which are grouped in batches of more than 50 will be rejected and departments will be required to submit corrections.
- Set of:** List the number of batch headers submitted for each department ID (i.e. 150 TLRs would be grouped into three (3) batches – 1 of 3, 2 of 3, 3 of 3)

### PAYROLL CLERK RESPONSIBILITIES

- ◆ Group all TLRs together alphabetically by department ID in sets of 50 per batch header
- ◆ Complete batch header
- ◆ Retain copy for department file
- ◆ Forward to EMACS-Payroll

*Refer to department guidelines for individual procedures*

### DEADLINES

Refer to the Master Calendar for EMACS Processing

## TIME AND LABOR AMENDED BATCH HEADER

### GENERAL INFORMATION

The Time and Labor Amended Batch Header is used to adjust time coded on the original TLR/TLC



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## TYPES OF AMENDED BATCH HEADERS:

- ◆ **Amended TLRs** - Use this header for all Amended TLRs/TLCs which have not rejected on any of the error reports
- ◆ **SBTL090-1 Warning Report** - Use this header for all amended TLRs/TLCs that had an error from the warning report
- ◆ **SBTL090-2 Critical Report** - Use this header for all amended TLRs/TLCs that had an error from the critical report
- ◆ **Zero Hours** - Use this header for employees on the zero report who did not have an original TLR/TLC submitted
- ◆ **STDEXP Exception Report** - Use this header for all amended TLRs/TLCs that had an error from the exception report
- ◆ **Note:** All fields are mandatory on the forms listed above
- ◆ *Refer to 8.3 Time and Labor Exhibit*

## PAYROLL CLERK RESPONSIBILITIES

- ◆ Complete the appropriate batch header for the type of error being corrected
- ◆ Attach the TLRs/TLCs to the batch header
- ◆ Attach appropriate exception (kick) report as applicable
- ◆ Retain copies for department file
- ◆ Forward to EMACS-Payroll

## DEADLINES

Tuesday & Wednesday of payroll week by 2:00 p.m.  
Thursday of payroll week by 11:00 a.m.

## EMACS-PAYROLL COURIER PICKUP SCHEDULE

### PAYDAY FRIDAY

TLRs/TLCs will only be picked up at the Treasurer's Office and Information Services Department (ISD)

### PAYROLL MONDAY & TUESDAY

10:00 a.m. - ISD (670 E. Gilbert Street)  
10:23 a.m. - County Administrative Office (385 N. Arrowhead Avenue, 5th floor)  
10:26 a.m. - Treasurer (172 W. 3<sup>rd</sup> Street, 1st floor)  
10:32 a.m. - Sheriff (655 E. 3rd Street)  
10:35 a.m. - General Services Group (777 E. Rialto Avenue)  
10:40 a.m. - Human Services System (834 Hardt Street)  
10:50 a.m. - Arrive at EMACS-Payroll (222 W. Hospitality Lane)

**Note:** Refer to Master Calendar for EMACS Processing for early payroll submission dates