September 26, 2003

HUMAN RESOURCES MEMORANDUM

TO: Bi-weekly Payroll Contacts

SUBJECT: Payroll Procedures for Bi-weekly Timesheets

This memo is to clarify TTI procedures concerning documents required from the departments to process bi-weekly payroll. TTI Human Resources forwards to the departments the prep reports with a stated date and time for return of the completed prep reports and bi-weekly timesheets.

It is necessary to submit these documents promptly to TTI HR. TTI HR will verify the accuracy and completeness of timesheets and prep reports and prepare necessary Form 500s.

TTI Department procedures for processing timesheets and signed prep reports:

- Verify documents
  - Completeness of correctly submitted timesheet
  - Accuracy of calculation for hours worked on timesheet
  - Accuracy of project information on timesheet & prep report
  - Matching of timesheet information to the prep report
  - Accuracy of Rate of Pay Information

Please review the attached instructions for preparing the bi-weekly timesheet (see back of timesheet document for detailed instructions) and prep reports. Also, see attached listing of concerns and problems with timesheets and prep reports. It is important for these documents to be completed accurately and submitted promptly. The TTI HR office will schedule future workshops concerning timesheets and prep reports as needed.

Please contact Liz Post (979/458-1177) in the Human Resources office for questions concerning Biweekly Payroll issues.

Gregory Richmond
Human Resources Officer
Bi-weekly Timesheet Report Instructions

Enter appropriate information in “Departmental Information” section
(Department Code, GL Account Nos., Pay Period, Pay Date, Rate of Pay,
Voucher number, Budget/Wage status, Current pay period/Back pay status)

Enter last, first & middle name

Enter social security number

1. 1st week of pay period starting
   Enter the date of the first Thursday of the pay period

2. 2nd week of pay period starting
   Enter the date of the second Thursday of the pay period

a. Time Period
   Record exact time worked (start time and stop time). Time recorded should be exact
   hours worked. Lunchtime period should be recorded accurately on the timesheet. Break
   time periods are not required on the timesheet.

b. Work Time
   Record daily the number of hours actually worked, to the nearest quarter hour (do not
   use military time).
   .25 = 15 minutes
   .50 = 30 minutes
   .75 = 45 minutes

c. Coded Time
   Record the hours not worked using one of the following codes:
   OC  Overtime Compensatory Time – if banking time enter amounts on page 2
   SC  Straight Compensatory Time – if banking time enter amounts on page 2
   H  Holiday
   V  Vacation/Annual Leave
   SS  Sick leave (for self)
   SR  Sick leave (for relative)
   M  Military Leave
   E  Emergency Leave
   L  Miscellaneous Leave (jury duty, fireman’s leave)
   U  Unpaid Leave (LWOP) – place a U before the above codes for unpaid leave
   D  Donor Leave
d. Project to charge
   Sub Ledger Account/Support Account: For each day show the project number to be charged. When an employee is paid from multiple projects, please calculate for each project the exact number of hours worked and record this information on the timesheet. Paid Hrs: Report total number of hours to be paid (includes straight time, overtime hours, and coded time, with the exception of “U” coded time).

e. Week Totals
   Total hours worked: Calculate the total number of hours actually worked in the week. Total coded hours: Calculate the total number of hours of coded time, per type of leave, in the week. Do not add into this figure any time for which pay is not to be received (i.e. codes preceded with a “U”).

To record hours of Overtime Compensatory Time and Straight Compensatory Time to be banked (not paid), please use the columns on page 2 of the timesheet.
Bi-weekly Preparation Report (Prep Sheet) Instructions

Please complete the Prep Report Sheet by following the instructions below.

1. Make all changes, additions, or deletions in RED PEN ONLY with neat & legible handwriting.
2. If you make any changes, additions, or deletions, please change the page totals and ad-loc totals for the RATE, REGULAR TIME, AND OVERTIME COLUMNS.
3. For budgeted employees, the number of hours is preprinted in the Regular Time column. If the number of hours should be changed draw a SINGLE RED LINE through the preprinted hours and write the correct hours above the incorrect hours.
4. Project numbers are required for each employee who is paid on TTI (Part 12), Civil (Part 02) and/or TEES (Part 08) accounts. Therefore, if an employee has a “00000” project number or an incorrect project number, a Form 500R must be completed to reflect the correct project number or the employee will not be paid in a timely manner. Project numbers that have support accounts should be 13 digits including the 4 digit accounting analysis.
5. For Wage employees, the number of hours worked should be written in the Regular Time Column.
6. If an employee should continue to appear on the Prep Report, but is not due any pay for this period, simply write a zero (-0-) in the Regular Time Column.
7. If an employee should not continue to appear on the Prep Report, DRAW a SINGLE RED LINE through the employee’s name and SS number on a terminate, transfer, etc. A WAGE/GAR form (wage employees only) and resignation letter will need to be submitted to the HR office.
8. If an employee needs to be added, you may write the information in the blank lines on the Prep Report only if you have previously submitted a WAGE/GAR form or appropriate paperwork to hire the individual to the HR office.
9. If a change is needed on the rate or account number, draw a SINGLE RED LINE through the printed information and write the correct information above the incorrect information.
10. Any other changes not discussed on Items #6-#9, may be shown on Prep Report without a Form 500. If the changes are for an extended period of time, such as a change in the project number, please indicate this by writing “PC” in the right-hand margin on the Prep Report.
11. The first digit of the Accounting Analysis for Bi-weekly employees to be paid from local funds is a ‘5’ and the first digit of the Accounting Analysis for those paid from State General Revenue is a ‘0’.
12. If an employee is due pay from a previous pay period, add the additional back pay hours to the current pay hours for each project that applies on the Prep Report and write “Back Pay”, the amount of back pay hours, and the pay period dates in the right-hand column next to each line.
13. Record overtime hours in the appropriate column for overtime. Overtime is any hours over 40 hours per workweek actually worked by a non-exempt employee during a single scheduled workweek. This does not include any time coded for sick leave, vacation, emergency leave, etc.
14. Be sure to fill in the correct Social Security number and Accounting Analysis when you make any necessary changes or additions. Failure to do so may result in the employee’s paycheck being delayed for two weeks.
15. Please verify the Longevity Status Code and Months Accrued, as a normal part of the Prep Report procedures. If changes are necessary, be sure to submit the appropriate verification.
16. Complete and attach Bi-weekly Summary Report

If you have any questions concerning completing Bi-Weekly Prep Reports, please contact Liz Post (979/458-1177) in the TTI HR office.
Bi-weekly Timesheet/Prep Report Problems

Not sending in the original signed white timesheets with the signed prep report:
  • The original timesheets and the signed prep report is due to TTI HR office on the date stated on the prep.
  • Timesheets should be attached to the prep report in the order listed on the prep report.
  • **Prep Report must be signed by authorized personnel.**

Not completing all required fields:
  • Adloc missing
  • Accounting Analysis, Account and Project numbers missing
  • Signatures missing (employee and supervisor signatures)
  • Social security number missing

Miscellaneous:
  • Document time accurately
    Record exact hours worked (start time and stop time). Lunchtime periods should be recorded accurately on the timesheet. Break time periods are not required on the timesheet.
  • Record daily the number of hours actually worked, to the nearest **quarter hour** (do not use military time).
    \[ .25 = 15 \text{ minutes} \]
    \[ .50 = 30 \text{ minutes} \]
    \[ .75 = 45 \text{ minutes} \]
  • When an employee is paid from multiple projects, please calculate for each project the exact number of hours worked and record this information on the timesheet.
  • If a monthly paid employee is not reflected on the prep report but is required to complete a timesheet, add this employee’s information at the end of the prep report.
  • Be exact when calculating overtime or comptime.

Please review the reverse side of the timesheet for detailed instructions. Do not hesitate to contact **Liz Post** (979/457-1177) in the TTI HR office if you have any questions.