



Timecard Online/Timekeeping References

Time entry is driven by the type (or class) of employee and the calendar they are scheduled to work. Please note the following:

1. Patching: BusinessPLUS/Timecard Online has a built in record of scheduled days to be worked.
 - a. For ESP's: Either an entry of "No Exceptions" is made, OR, enter exception hours only (sick, vacation, etc.).
 - i. Refer to Classified Hour Codes PAY-L002.
 - b. For Certified: Only enter exception days.
 - i. Refer to Certified Hour Codes PAY-L001.
2. Non-Patching: BusinessPLUS/Timecard Online does not have a record of scheduled days to be worked.
 - a. Actual hours worked need to be entered.
3. Payclasses and calendars are listed on the Payroll Transmittal DW1001.
4. Refer to Payclass Listing report PAY-L005.
5. Refer to Calendars and Work Schedules on District website:
 - a. Departments/Human Resources/Work Schedules and Classified Calendars.
6. Send Pay: A function in BusinessPLUS when the Payroll department pulls a new or a changed pay assignment record from human resource (HR) screens into payroll screens to be used for Timecard Online and payroll processing.

An individual may have multiple positions and timekeeping must be completed for each position. Position designations can be found on the Payroll Transmittal. Each position has its own tab in Timecard Online.

Position Type Codes

1. PM – Primary Position
 - a. P0, P1, P2, P3 etc. – you will see this designation when a PM is split funded between 2 or more budgets.
2. R0 – Second Position
3. T0 – Third Position
4. U0 – Fourth Position
5. V0 – Fifth Position
6. W0 – Sixth Position
7. X0 – Seventh Position
8. SO – Substitute
9. Y0 – Summer School Position
10. Z0 – Long Term Sub (UHR Sub Filling in AESOP)
11. A0 – Additional Hours (rarely used)

Refer to the Payroll section of the District website (Secretaries Corner Payroll). There are various memos and job aids to provide guidance.

Additional Definitions:

- **FTE:** A Full Time Equivalent (FTE) is used to distinguish between full and part-time workers. For example, an employee who works full-time, or 40 hours per week is represented by 1.0 FTE. A part-time worker that works 20 hours per week would be represented by a 0.5 FTE. The 0.5 FTE is calculated by dividing the 20 hours per week by a full 40 hours per week, equaling 0.5 FTE.