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STATE OF MARYLAND
MILITARY DEPARTMENT
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

MEMORANDUM

January 5, 2004

To: All State Military Department Employees
From: Patricia Brogan, State Payroll Supervisor
Re: Revised Timesheet Procedures

In order to simplify the time reporting process and to better ensure that employee payroll is adequately documented and supported, revised timesheet procedures are being implemented. Please review the following attachments:

- Regular and Contractual Timesheet Procedures (Dated January 5, 2005)
- Instructions For Bi-Weekly Time and Attendance Reports
- Sample Timesheet
- Leave Code Definitions

The primary change to the timesheet procedures is the elimination of the Payroll Adjustment Form for reporting contractual employee hours and regular employee overtime/shift differential. Beginning with regular pay period ending (PPE) 1/18/05 and contractual PPE 1/25/05, **Payroll Adjustment Forms will no longer be accepted** for reporting contractual employee hours worked or regular employee overtime and shift differential. Under the new procedures, **only completed and signed timesheets will be accepted.**

Also changing is the deadline for submitting contractual hours and regular overtime/shift differential. Regular employee timesheets with overtime and/or shift differential must be received in the State Payroll Office **no later than 10:00 a.m. Wednesday following the pay period.** Likewise all contractual employee timesheets must also be received **no later than 10:00 a.m. Wednesday following the pay period.** Timesheets may be faxed (410 234-3820) so long as originals are received by close-of-business Friday. Timesheets not submitted in a complete and timely manner as specified in these procedures might result in employee pay being delayed.

All State employees should read and fully understand these procedures. If you have any questions, please discuss with your supervisor or feel free to contact me at 410 234-3834.

Maryland Military Department
Timesheet Procedures--Regular State Employees
January 5, 2005

Accurate completion and timely submission of timesheets and related payroll documentation is critical to ensure proper and prompt payment to personnel as well as effective management of State resources. As such the following procedures are to be followed:

1. **Authorized Timesheet Forms**--Only timesheet forms authorized by the Payroll Office are to be used to record employee time.
2. **Proper Completion of Timesheets by Employee**--Each employee is responsible for properly and accurately completing his/her timesheet promptly at the end of the pay period. Proper completion includes accurately recording start and stop times, calculating hours, totaling all rows and columns, specifying applicable leave codes, attaching leave and medical slips, and signing and dating the timesheet. Employees must also ensure that paid leave is not charged unless there is an adequate balance. See the attached sample timesheet and instructions.
Note: Timesheets not properly completed may be returned to the employee possibly resulting in a delay or reduction to the employee's pay.
3. **Timesheet Submission to Supervisor**-- Employees are to provide completed timesheets to their supervisors promptly at the end of the last workday of the pay period.
Note: Timesheets not submitted in a timely manner may result in a delay or reduction to the employee's pay.
4. **Supervisory Review of Timesheets**--Supervisors are to carefully review employee timesheets to ensure the forms are fully and accurately completed and that all necessary documentation (e.g., leave and medical slips, overtime authorization form) is attached. Timesheets not fully completed or containing discrepancies should be returned to the employee for correction. Once satisfied the supervisor is to sign the timesheet certifying its accuracy.
5. **Submission of Timesheets to the Payroll Office**--Completed original timesheets, including all necessary documentation (leave and medical slips, overtime authorization forms), must be received in the State Payroll Office no later than close-of-business on the Friday following the end of the pay period. Timesheets not received by the deadline will be reported to the program manager as missing.
Note: Failure to submit a completed timesheet to the Payroll Office on time may result in an employee being cut-off the payroll. Supervisors who fail to submit completed timesheets on time may be subject to disciplinary action.
6. **Payment of Overtime and Shift Differential**--In order to receive payment for overtime and/or shift differential on the next pay, completed timesheets must be received in the State Payroll Office by no later than 10:00 a.m. Wednesday following the pay period. Timesheets may be faxed (410 234-3820) in order to meet this deadline so long as the original timesheet is received by close-of-business on Friday. Timesheets that are not received by 10:00 a.m. Wednesday will be processed for overtime and shift differential in the following pay period.

Employees with questions about completing their timesheets should first consult with their immediate supervisor or, if applicable, their unit timekeeper. If there are still questions, please contact the State Payroll Office (Patricia Brogan--410 234-3834).

Maryland Military Department
Timesheet Procedures—Contractual State Employees
January 5, 2005

Accurate completion and timely submission of timesheets and related payroll documentation is critical to ensure proper and prompt payment to personnel as well as effective management of State resources. As such the following procedures are to be followed:

1. **Authorized Timesheet Forms**--Only timesheet forms authorized by the Payroll Office are to be used to record employee time.
2. **Proper Completion of Timesheets by Employee**--Each employee is responsible for properly and accurately completing his/her timesheet promptly at the end of the pay period. Proper completion includes accurately recording start and stop times, calculating hours, totaling all rows and columns, and signing and dating the timesheet.
Note: Timesheets not properly completed may be returned to the employee possibly resulting in a delay or reduction to the employee's pay.
3. **Timesheet Submission to Supervisor**-- Employees are to provide completed timesheets to their supervisors promptly at the end of the last workday of the pay period.
Note: Timesheets not submitted in a timely manner may result in a delay or reduction to the employee's pay.
4. **Supervisory Review of Timesheets**--Supervisors are to carefully review employee timesheets to ensure the forms are fully and accurately. Timesheets not fully completed or containing discrepancies should be returned to the employee for correction. Once satisfied the supervisor is to sign the timesheet certifying its accuracy.
5. **Submission of Timesheets to the Payroll Office**--Completed contractual timesheets must be received in the State Payroll Office **no later than 10:00 a.m. Wednesday** following the pay period. Timesheets may be faxed (410 234-3820) in order to meet this deadline so long as the original timesheet is received by close-of-business on Friday. Timesheets that are not received by 10:00 a.m. Wednesday will be processed for payment in the following pay period. If original timesheets are not received by the cob Friday deadline they will be reported to the program manager as missing.
Note: Failure to submit a completed timesheet to the Payroll Office on time may result in a delay to an employee's pay. Supervisors who fail to submit completed timesheets on time may be subject to disciplinary action.

Employees with questions about completing their timesheets should first consult with their immediate supervisor or, if applicable, their unit timekeeper. If there are still questions, please contact the State Payroll Office (Patricia Brogan—410 234-3834).

INSTRUCTIONS FOR BI-WEEKLY TIME AND ATTENDANCE REPORTS

1. Enter actual Start Time.
2. Enter actual Stop Time – you do not need to sign in/out lunch (meal period) each day. You would use this spot if you used leave in the middle of the day. (see 1/6 on sample).
3. Enter total of Actual Hours Worked (includes comp and/or OT worked and does not include leave hours used).
4. If you are on leave for the day or any part of the day enter the Leave Code for the type of leave from the LEAVE CODES chart in the upper right corner. Documentation and/or supervisory/Appointing Authority approval is required as noted in the attached "Definition of Leave Codes".
5. Enter total Leave Hours (do not enter comp and/or OT time hours earned – see columns 7 and/or 8).
6. Enter Total Hours worked – add columns 3 & 5.
7. Cash Overtime Eligible employees only. Enter OT hours only if employee elects to be Paid Overtime.
8. Enter Comp Time Earned.
9. Reason for overtime/comp time.
10. Supervisor's Signature required for all overtime and/or comp time.
11. Enter First Week's Total Hours (should total 40 hours plus any comp hours/overtime hours earned).
12. Enter Second Week's Total Hours (should total 40 hours plus any comp hours/overtime hours earned).
13. Enter Bi-Weekly Total Hours (should total 40 hours plus any comp hours/overtime hours earned).
14. Employee's Signature and Date.
15. Supervisor's Signature and Date.

IMPORTANT:

Regular employees with overtime and/or shift differential: In order to receive payment for overtime and/or shift differential on the next pay, completed timesheets must be received in the State Payroll Office no later than 10:00 a.m. Wednesday following the pay period. Timesheets may be faxed (410 234-3820) in order to meet this deadline so long as the original timesheet is received by close-of-business on Friday. Timesheets that are not received by 10:00 a.m. Wednesday will be processed for overtime and shift differential in the following pay period.

All contractual employees: Completed contractual timesheets must be received in the State Payroll Office no later than 10:00 a.m. Wednesday following the pay period. Timesheets may be faxed (410 234-3820) in order to meet this deadline so long as the original timesheet is received by close-of-business on Friday. Timesheets that are not received by 10:00 a.m. Wednesday will be processed for payment in the following pay period.

BI-WEEKLY TIME AND ATTENDANCE REPORT

Type Employee: Regular
 SS# 0000000000

NAME: [Redacted] PP 4/14/2004 THRU 4/27/2004 PPA# 2004 - 23 Location TK Sort 1
 Type Regular PP 4/14/2004 THRU 4/27/2004 PPA# 2004 - 23 Location TK Sort 1
 BI-WEEKLY NORMAL HRS: (3) 804 (5) 62 (7) 60 (10) 10
 COE (59) COMP/OVERTIME AUTHORIZATION SIGNATURE

DATE	DAY	START	STOP	STOP REASON	LEAVE CODE	LEAVE HOURS	TOTAL HOURS	PAY RATE	AMOUNT	REASON	DATE
04/14/04	WED.	6:30	5:00	0.5			10				
04/15/04	THUR.						10				
04/16/04	FRI.				10	10	10				
04/17/04	SAT.				10	10	10				
04/18/04	SUN.										
04/19/04	MON.										
04/20/04	TUE.	6:30	5:00	0.5			10				
(11) FIRST WEEK'S TOTAL HOURS >											
04/21/04	WED.	6:30	5:00	0.5			70				
04/22/04	THUR.	6:30	7:00	0.5			10				
04/23/04	FRI.	6:30	5:00	0.5			17			2	Filing
04/24/04	SAT.	6:30	5:00	0.5			10				
04/25/04	SUN.										
04/26/04	MON.										
04/27/04	TUE.	6:30	7:00	0.5			17			85	Month-End Reports
(12) SECOND WEEK'S TOTAL HOURS >											
(13) BI-WEEKLY TOTAL HOURS >											
04/21/04	WED.	6:30	5:00	0.5			70				
04/22/04	THUR.	6:30	7:00	0.5			10				
04/23/04	FRI.	6:30	5:00	0.5			17				
04/24/04	SAT.	6:30	5:00	0.5			10				
04/25/04	SUN.										
04/26/04	MON.										
04/27/04	TUE.	6:30	7:00	0.5			17				

EMPLOYEE'S SIGNATURE: *John Empey* DATE: 4/27/04
 SUPERVISOR'S SIGNATURE: *Jane Supervisor* DATE: 4/29/04

EARNINGS PERIOD	YEAR TO DATE	EARNINGS		USED LEAVE PERIOD	YEAR TO DATE	BALANCE (Unused Leave)
		AMOUNT	UNITS			
ANNUAL	3/17/2004 - 3/30/2004	33.40	1.54	16.94	2.00	48.34
SICK		243.13	2.31	0.00	0.00	268.54
PERSONAL		48.00	0.00	0.00	48.00	0.00
COMP		0.00	0.00	0.00	0.00	0.00
COMP - FH						
COMP - COE		40.50	0.00	0.00	0.00	0.00
ADV. SICK					40.00	9.50

- CONVERSION CHART
- 1 - 6 MIN
 - 7-22 MIN
 - 23-28 MIN
 - 29-34 MIN
 - 35-40 MIN
 - 41-46 MIN
 - 47-52 MIN
 - 53-58 MIN
 - 59-64 MIN

DEFINITION OF LEAVE CODES

CODE	DEFINITION	
10	Annual	Prescheduled annual leave which is not used to cover a sick-related absence.
11	Annual – Sick	Annual leave taken for an employee's or family member's illness or injury.
13	Annual – FMLA	Annual leave taken in accordance with the Family and Medical Leave Act. Requires medical documentation and approval by Appointing Authority.
19	Annual – Donated	Annual leave that was used to donate either to another employee or to the leave bank.
20	Sick - Documented	Sick leave used when medical certification is provided.
21	Sick - Undocumented	Sick leave used when medical certification is not provided. This code cannot be used for five or more consecutive workdays.
22	Sick- Health Care	Sick leave used for a prescheduled visit to a medical practitioner. Documentation of the visit is required.
23	Sick-Death in the Family	Sick leave used for the death of a relative as defined in COMAR.
25	Bereavement	Leave used for the death of a relative as defined in COMAR. No leave balances will be charged.
26	Sick-Family Documented	Sick leave taken for an illness or injury in the immediate family. Requires medical documentation. This code cannot be used for five or more consecutive workdays.
27	Sick-Family Undocumented	Sick leave taken for an illness or injury in the immediate family without medical documentation. This code cannot be used for five or more consecutive workdays.
29	Leave Bank	Leave authorized by the Dept. of Budget and Management for members of the bank.
30	Sick- Chronic	Sick Leave taken for an illness or injury for five or more consecutive workdays.
33	Sick- FMLA	Sick leave taken in accordance with Family and Medical Leave Act. Requires medical documentation and approval by Appointing Authority.
35	Accident Leave- FMLA	Leave granted to an employee who sustains an accidental on-the-job related injury in accordance with Family and Medical Leave Act. Requires approval from Appointing Authority.

62	LWOP - Military	Employees on active duty who wish to take a leave of absence without pay.
63	LWOP-FMLA	Leave taken in accordance with the Family and Medical Leave Act. Requires medical documentation and approval by Appointing Authority.
65	LWOP- Unauthorized	Leave used without authorization. It is leave without pay. No charge is made to a leave balance and no leave is earned while on this leave. Use of this leave is grounds for discipline.
66	LWOP- Disciplinary	Leave used to implement disciplinary suspensions. It is without pay. No charge is made to a leave balance and no leave is earned while on this leave. Requires Suspension Appointing Authority approval.
70	Military	Military training provided during scheduled working hours. Requires a copy of the orders.
71	Interview/ Exam	Taking a State examination or attending a State job interview during scheduled working hours. Maximum usage per occurrence is 4 hrs. Documentation is required.
72	Emergency Release	A release from work because of emergency conditions. Use of this code is authorized only upon notification from the State Personnel Office.
73	Jury	Jury duty served during working hours. Documentation is required.
77	Training	Time spent during scheduled working hours by an employee authorized to participate in training activities. This includes seminars. Supervisory approval is required.
78	Administrative	Leave that is granted to an employee for administrative purposes. Appointing Authority approval and documentation is required.
81	Telework	Employee must have an approved telework agreement and schedule on file with State Personnel Office. Employees who telework on an infrequent or irregular basis must have prior supervisory approval to telework.
85	Overtime	Cash overtime hours paid.
99	Holiday	Leave used for an absence on a legal holiday. Also used by an employee who has designated holidays on a day other than the legal holiday, for the absence on the designated holiday.

36	Donated-FMLA	Donated leave taken in accordance with the Family and Medical Leave Act. Requires medical documentation and approval by Appointing Authority.
37	Sick Leave - Donated	Sick leave donated to the State's Sick Leave Bank or another State employee
38	Donated Leave Used	Sick leave available through a leave donation from another employee. Requires approval by Appointing Authority and medical documentation.
39	Accident Leave	Leave granted to an employee who sustains an accidental job related injury. Requires approval from Appointing Authority.
40	Comp Earned	Compensatory leave earned by an employee who works on a holiday or compensatory leave earned by an employee who is not cash overtime eligible (COE) . Non-COE employees using this code must work at least 30 minutes over the normal work day before earning any leave.
41	Comp Used	Compensatory leave used which is charged against the leave balance earned through code 40. Do not use this code for leave to cover an illness or injury. Code 42 should be used for this purpose.
42	Comp Used-Sick	Compensatory leave used to cover an employee's or family member's illness or injury.
48	Comp Earned-Cash Overtime Eligible (COE)	Compensatory leave earned by an employee who is cash overtime eligible in lieu of cash.
49	Comp Used-Cash Overtime Eligible (COE)	Compensatory leave used which is charged against the leave balance earned through code 48.
50	Personal	Personal leave used for a reason other than an illness or injury.
51	Personal-Sick	Personal leave used to cover an employee's or family member's illness or injury.
53	Personal-FMLA	Personal leave taken in accordance with the Family Medical Leave Act. Requires medical documentation and approval by Appointing Authority.
59	Personal - Donated	Personal leave that is being donated either to another employee or to the leave bank.
60	Leave Without Pay (LWOP)-Personal	Leave used which is authorized time off from work but not paid. No charge is made to a leave balance and no leave is earned while on this leave. Appointing Authority approval is required.
61	LWOP-Sick Documented	Leave used which is authorized time off from work for a documented illness or injury for an absence that does not meet the requirements of the Family Medical Leave Act. It is not paid leave. No charge is made to a leave balance and no leave is earned while on this leave. Appointing Authority approval is required.