



Whitman County

Recording Work Time and Payroll Entry

Effective Date: December 16, 2025

Definitions:

Accounting Liaison – an employee assigned to process transactions through the New World financial and payroll/Human Resources systems.

Hourly Employee - an employee who under the federal Fair Labor Standards Act and/or Washington State law does earn overtime.

LWOP – Leave Without Pay. Scheduled hours in which an employee does not work or use an authorized form of paid leave.

NW – New World. The county’s payroll and financial system.

Personnel Change Order (PCO) – a document used to communicate payroll and employment status changes from each department to the Human Resources, Commissioner and Auditor Offices.

Salaried Employee – an employee who under the federal Fair Labor Standards Act and/or Washington State law does not earn overtime.

TCP – TimeClockPlus. The county’s time keeping system.

1. Introduction

Purpose

The purpose of Whitman County payroll is to efficiently administer all payroll functions for Whitman County and its employees, in accordance with generally accepted accounting principles within a cash-basis reporting system, state and federal guidelines, and county policy and procedure guidelines.

Location

The payroll division operates under the Whitman County Administrative Services Department as assigned by the Auditor’s Office, and works in conjunction with the Human Resources Department. Centralized duties of the payroll process are divided between the Administrative Services and the Human Resources Department. Employee-specific duties are housed in each assigned department and include the gathering and entry of employee time along with maintaining any payroll documents with original signatures following the Washington State’s archiving guidelines.

Contact Information /Responsibility:

The Administrative Services Department Payroll Clerk may be reached at (509) 397-5280.

The Payroll Clerk is responsible for auditing entered time, processing the payroll, and creating the appropriate reports for state and federal entities.

The Human Resources Department may be reached at (509) 397-5242.

Human Resources is responsible for employee orientations, benefit eligibility, new entries into the payroll systems, maintaining code, state and federal required programming in the payroll systems, and assisting departments with hours entry.

Department heads, elected officials, supervisors and accounting liaisons are responsible for reading, following and understanding the collective bargaining agreements and county policy requirements pertaining to payroll.

Accurate hour entry in compliance with state regulations, federal laws, and county policy is the responsibility of each department head/elected official and their accounting liaison. Time card submittal is reviewed for compliance with county policy, collective bargaining agreements, state and federal regulations. The Administrative Services Department may require employees and/or department accounting liaisons to make corrections in TimeClockPlus (TCP) and New World accounting system to payroll submittals if there is non-compliance. Payroll-related documents that are submitted by the employee and/or department within compliance guidelines, but incorrect, may be processed as submitted. Employees and/or supervisors may be subject to discipline if time cards are not accurate, submitted on time, signed or approved in TCP, or do not include hours the employee is known to have worked.

Pay Dates

Pay days occur twice per month around the 10th and 25th. Exact pay days may vary due to weekends and/or holidays. Employees may not draw on wages earned prior to any pay day.

Work Week

The official Whitman County workweek is Monday through Sunday in accordance with county policy POL-0310-HR. Payroll entry is audited based on this work week. Alterations to the workweek may apply under specific collective bargaining agreements.

2. Time Clock Plus (TCP) Time Cards

Purpose

The purpose of a time card is to accurately reflect the actual hours an employee works each day. Time cards include number of hours worked and times of day the employee started and stopped working. Elected officials are set on reoccurring schedules and are not required to record actual time. Unless Elected are counting actual hours, they must sign a statement certifying they worked enough hours to qualify for state and county benefits such as retirement, and health insurance.

Time cards are created through an automated time system. Departments choosing to enter time into the automated system on behalf of their employee will require their employee to submit a hardcopy document signed by the employee. The document will be retained by the department in accordance with the Washington State Archives at <https://www.sos.wa.gov/archives/>.

The county requires approval of leave by supervisors. Departments are responsible for establishing procedures appropriate for their department in requesting, approving and documenting leave requests. However, approved leave from these requests shall be reflected on an employee's time card in the appropriate date and time. The automated time system has two ways to request and approve leave. Departments may maintain paper requests as well, but it must still be approved as part of the employee's time card in the system.

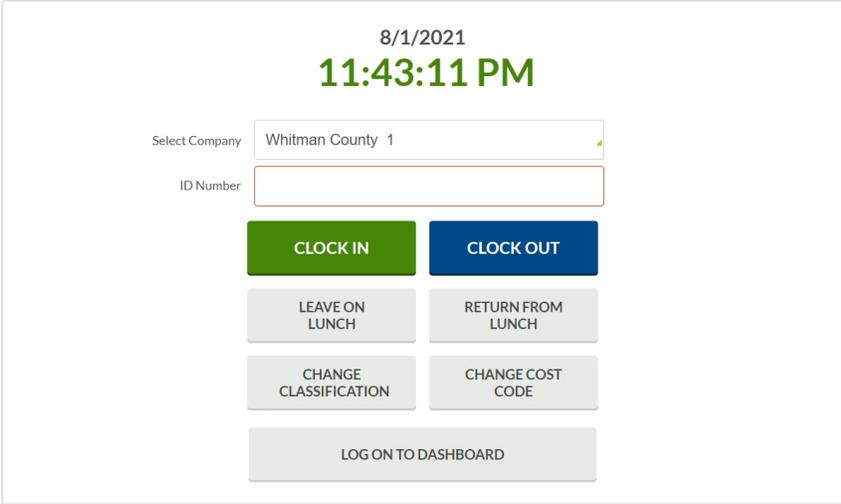
It is prohibited for employees to clock in or out for other employees. It is against county policy and is considered fraud.

Employee Clock

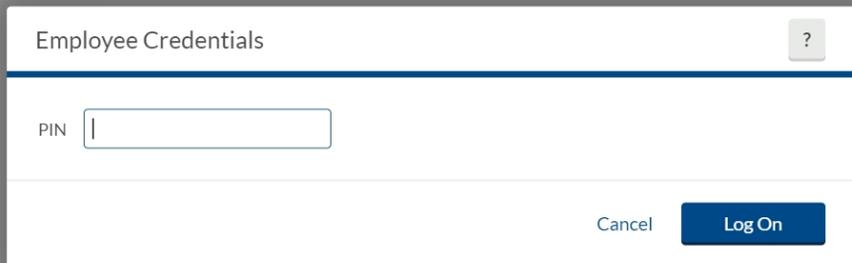
The TCP employee clock can be found at: <https://285565.tcplusondemand.com/app/webclock/#/EmployeeLogOn/285565>.

Once at the web site, the employee may log into TCP.

1. Leave the **Company** field as the default Whitman County 1.
2. **Id Number** - Enter the employee number.
 - Employee numbers are assigned at new hire and printed on employee badges
3. Click **Clock In**.
4. A window requesting a Personal Identification Number (PIN) will appear. Enter the temporary PIN provided by HR and then use the **My Options** link on the employee dashboard to create a permanent PIN. Each Employee PIN should never be given to anyone else.

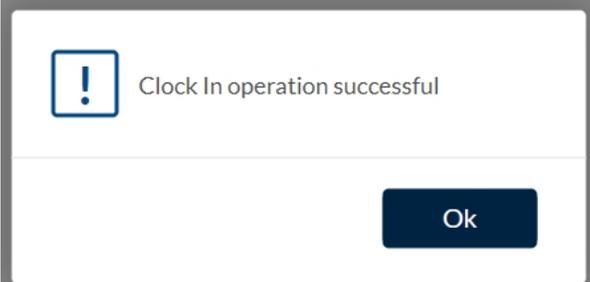


The screenshot shows the TCP employee clock interface. At the top, the date is 8/1/2021 and the time is 11:43:11 PM. Below the time, there is a "Select Company" dropdown menu with "Whitman County 1" selected. Underneath is an "ID Number" input field. There are several buttons: a green "CLOCK IN" button, a blue "CLOCK OUT" button, a grey "LEAVE ON LUNCH" button, a grey "RETURN FROM LUNCH" button, a grey "CHANGE CLASSIFICATION" button, a grey "CHANGE COST CODE" button, and a grey "LOG ON TO DASHBOARD" button.



The screenshot shows the "Employee Credentials" window. It has a title bar with a question mark icon. Below the title bar is a "PIN" input field. At the bottom right, there are "Cancel" and "Log On" buttons.

5. If successful, the confirmation window will appear. Click **Ok**. TCP will return to the log in screen.



The screenshot shows a confirmation window with a blue exclamation mark icon in a square. To the right of the icon, the text reads "Clock In operation successful". At the bottom right, there is a dark blue "Ok" button.

6. If the operation was unsuccessful, try entering the ID Number and PIN again. If an employee forgets to clock out the last time they worked, he/she is still clocked in through the system. When the **Clock In** button is selected, TCP will provide two screens. The first will tell the employee she/he missed a clock out when they worked last. Click **Continue**. The second screen will ask the employee if she/he wants to correct the missed clock out. Click **Continue**. A screen will appear allowing the employee to adjust the missing clock out time. Once corrected, click **Continue**. TCP will correct the missing clock out time and automatically clock the employee in at the current time and date.

8/1/2021 11:57:03 PM Hello [REDACTED] Not you?

Confirmation (Missed Clock Out)

Cancel Continue

8/2/2021 12:00:40 AM Hello [REDACTED] Not you?

Missed Clock Out

Your last punch was a clock in at:
08/01/2021 11:45 PM.

Enter missed out punch manually?

Press continue to enter the missed out time, or choose another operation

Back Cancel Continue

8/2/2021 12:02:55 AM Hello [REDACTED] Not you?

Time Entry (Missed Clock Out)

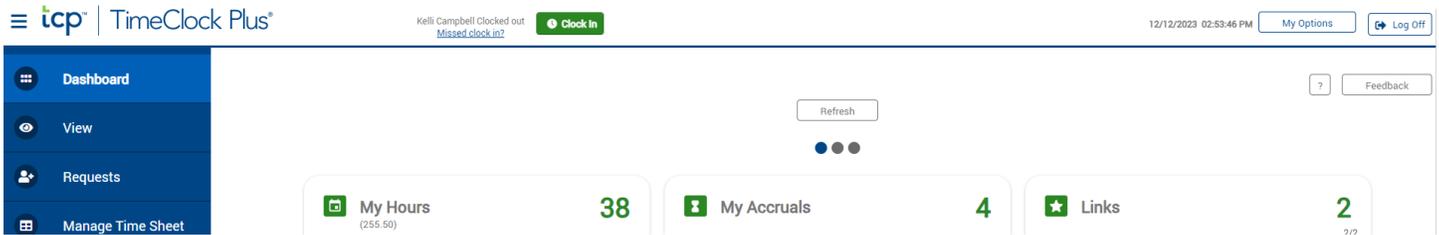
Date in 8/1/2021 11:45 PM

Date out 8/1/2021 11:45 PM

Note

Back Cancel Continue

7. Do not use the **Leave on Lunch** or **Return from Lunch** buttons. These have been disabled. Use the **Clock In** and **Clock Out** buttons for all instances where an employee leaves or comes to work. Likewise, do not use the **Change Cost Code** button.
8. The **Clock Out** process is the same as the **Clock In** process.
9. To change classifications, view/correct hours, approve hours, and make leave requests the employee enters her/his ID number and selects **Log on to Dashboard**. The dashboard will appear.



Dashboard:

At the top of the screen are the employee’s name, an indicator of the employee being clocked in or out, the date and time. Further right is a link called **Log Off**. This link will take the employee back to the log in screen. The **My Options** link allows employees to reset their PIN.

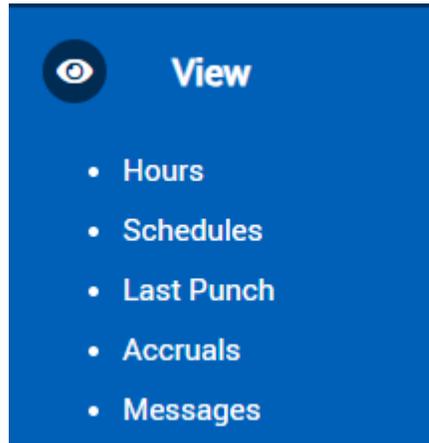
The body of the screen contains three boxes. The **My Hours** box shows time segments clocked by the employee. The **My Accruals** indicates accruals. However, all accruals are managed through the payroll system so employees should not rely on accruals displayed by TCP. The **Links** box provides links to useful data

The blue bar down the left side of the screen contains links to the dashboard, time off requests, adjustments and approval of hours.

Links button on far left:  Once clicked, the home button will always take the employee back to the list of links on the blue bar.

Clock In and Clock Out: Employee may clock in and out of work just as they do from the log in screen. If employees are clocked out the green button at the top of the screen will say Clock In. If employees are clocked out the button will say Clocked Out.

View: Within the **View** link, an employee may choose from links labeled **Hours, Schedules, Last Punch, Accruals, and Messages**.



Hours: The **Hours** link allows employees to view their time segments in rows. The employee can:

Approve segments: Approve segments by clicking the checkbox under the capital **E**.

Split Segments: If the employee misses a clock in or out for lunch, appointments etc. the corresponding time segment will need to be split in two to reflect the break in work time. Using the symbol under the *Split* column provides a window to correct the time entry on segments.

Split Segment ? Feedback

Please note that splitting segments may result in being paid for a different amount of hours worked. This may also cause your accruals to be calculated differently. Please consult your supervisor with any questions before you split your worked segments.

Split	Delete	Length	Time	Break	Classification	Cost Code	Note
		05:15	In 06:00 AM Out 11:15 AM	Type Lunch Length 0	89 - SW Heavy Equipment	<< NONE >>	<input type="text"/>
		05:15	In 11:15 AM Out 04:30 PM	Type Lunch Length N/A	89 - SW Heavy Equipment	<< NONE >>	<input type="text"/>

Notes: Clicking on the *Notes* symbol allows the employee to leave a note for a supervisor concerning that segment.

Edited: When an employee enters time by hand instead of the clock, a “Y” will appear in the *Edited* column. The “Y” contains information about the hand entered change, who and when it was entered, as well as who approved it.

Time In/Actual Time In and Time Out/Actual Time Out: These columns show the actual time the employee used the clock and the recorded time used by the system. The recorded time is the actual time rounded to the nearest fifteen minutes. The system **will not** automatically round hand entered times, so an employee hand entering time must round it to the nearest fifteen minutes.

Hours/Shift Total/Week Total: These columns show the employee’s total hours by segment, shift and week.

Classification: The Classification column shows the classification label for each segment.

Showing 12 records of 12

	Split	Notes	Edited		Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total	Classification	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	8/1/2021 09:45 PM	8/1/2021 09:43 PM	8/1/2021 11:45 PM	8/1/2021 11:48 PM	2.00	2.00		59 - HR Director
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	8/1/2021 11:45 PM	8/1/2021 11:48 PM	8/2/2021 12:15 AM	8/2/2021 12:09 AM	0.50	0.50	49.75*	59 - HR Director

Schedules: Schedules are only used for elected officials and is not set up for use. Do not use.

Last Punch: The **Last Punch** link displays the date, time and link used in the employee's last punch.

LAST PUNCH (CLOCKED OUT)

Jeff Tomlinson

Clocked out

Clocked in at 8/19/2021 06:00 AM
Clocked out at 8/19/2021 04:30 PM
Classification 89 - SW Heavy Equipment Operator

Accruals: The **Accruals** link is used for accrual management, but Whitman County does not use the accrual set up in TCP. All accruals are managed through the payroll system and reports.

Messages: The **Messages** shows messages sent to the employee through TCP.

VIEW MESSAGES

Showing 1 records of 1

View	Read	Date Sent ↑	Message	Sent By
<input type="checkbox"/>	<input type="checkbox"/>	08/22/2021	Remember to approve your hours on June 24th.	TEST

Requests: The **Requests** link allows employees to make leave requests to their supervisor through TCP.

1. Double click on the first date requested, or click the **Add** button to open the request window.

Add Employee Request ? Feedback

Templates

No records found

Employee: Kelli Campbell [100077]

Date requested: 12/12/2023

Start time:

Hours: 24:00

Days: 1

Leave Code: << NONE >>

AccrualsCancelSave

- Complete the fields and click **Save**. The request will show up on the request calendar and on the supervisor's **Request Management** calendar for approval. The employee may delete or alter the request before the supervisor's approval but the supervisor will have to make any alterations once the leave is approved. Once the supervisor responds to the request, the approval or denial will appear on the employee's request calendar. The employee will also receive a notice on the time clock the next time they clock in or out.

Manage Time Sheets: The **Manage Time Sheet** link allows employees to manage their time on a day-by-day and week-by-week basis.

- Move to the correct date.
- Click **Add**. A default time will appear.
- Use the clock symbols to correct the clock in and clock out times.
- Double click the classification listed to correct the classification.
- The **Edit** link will open the **Edit Segment** window where the same fields may be changed. Do not use the **Break** or **Cost Code** fields.
- To create two segments of time, for showing lunch or other absences from work, click **Add** again and a second segment box will appear.
- Click the **Approved** check box for that day, or wait the full week and use the **Approve Week** button to approve the whole week.

Clear: The **Clear** link will delete the entry

Copy: Copy allows employees to copy the current entry and apply it to another date.

Notes: Employees may leave notes on that segment of time or for the supervisor.

MANAGE TIME SHEET

08/16/2021 - 08/30/2021 Navigate Period Display weekends

Reject Accept < Prev Next > 8/16/2021 📅

08/16 - 08/22 Auto Fill Approve Week

Mon 08/16	Tue 08/17	Wed 08/18	Thu 08/19	Fri 08/20
10.00 <input type="checkbox"/> Approve	10.00 <input type="checkbox"/> Approve	10.00 <input type="checkbox"/> Approve	12.22 <input type="checkbox"/> Approve	
Copy Notes 06:00 AM 04:30 PM 89 - SW Heavy Equipment Operator Add	Copy Notes 06:00 AM 04:30 PM 89 - SW Heavy Equipment Operator Add	Copy Notes 06:00 AM 04:30 PM 89 - SW Heavy Equipment Operator Add	Edit Clear Copy Notes 05:47 AM 08:00 AM 89 - SW Heavy Equipment Operator Copy Notes 2.22	
			Copy Notes 10.00 89 - SW Heavy Equipment Operator Add	

Mon 08/23 8.50

Approve

[Edit](#) [Clear](#) [Copy](#) [Notes](#) 8.50

08:00 AM 05:00 PM

[89 - SW Heavy Equipment Operator](#)

Add

Edit Segment ? Feedback

Segment Length: 9:00

Time in: 8/23/2021 08:00 AM

Time out: 8/23/2021 05:00 PM

Break type: << NONE >>

Classification: 89 - SW Heavy Equipment

Cost Code: << NONE >> Select

Note:

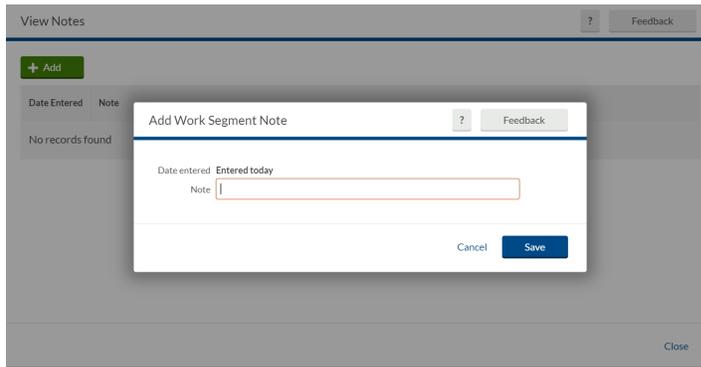
Cancel Save

Copy Segment ? Feedback

Aug 2021

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Cancel Paste



3. TCP Manager Portal

Each department submits an annual document listing which employees/positions are authorized to approve/adjust employee payroll in TCP.

Each authorized individual is set up as a User in TCP by Human Resources. Once set up the User:

1. Goes to the on-line manager portal at: <https://285565.tcplusondemand.com/app/manager/#/ManagerLogOn/285565>



2. Enter the **User ID** as the User's first initial and last name, no spaces.
3. HR will give the User a temporary password to begin, the User will then click the **Forgot Password** link and follow the directions to create a permanent password.
4. Once created, the User logs in using the ID and new password. The **Manager Dashboard** will appear.

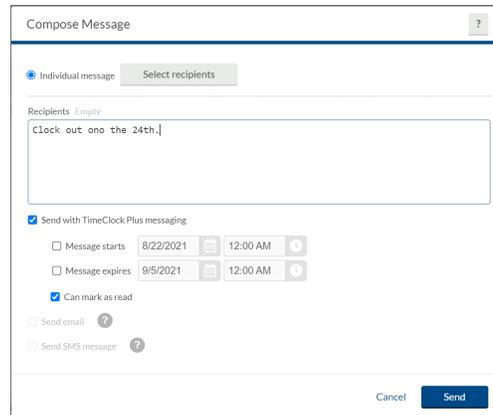
Top of Screen:

Labels: TCP (TimeClockPlus), Company, Week

Name Button: the name button is a drop down a link called **My Options**. This link will allow a small amount of customization to the Manager Portal screen.

Log Out: The **Log Out** link returns the employees to the **log in screen**.

Message Center: The icon on the upper right is a link to the message center. There supervisors can send their employees messages through TCP.



The send a message:

1. Use the **Select Recipients** button to choose an employee.
2. Compose the message in the box mid-screen.
3. Select the dates/times the message will start and expire.
4. Click the **Send** button.

My Dashboard:

Name	Type	Date	1/1
Jeff Tomlinson	Missed Break	08/19 08:00 A - 04:00 P (TS)	✓

Name	Date	Request	1/1
Jeff Tomlinson	8/20	Floating Holiday - 08:00 AM to 04:00 PM	✓

Boxes: the main body of the dashboard contains quick reference/links to information in the portal.

Required Approvals: This box lists employee time segments waiting for supervisor approval.

Birthdays: There are no birthdays in TCP so this box will not produce information.

Missed Punches: Missed clock in and clock out punches will be shown here.

Pending Time Off Requests: This box shows the supervisor time request made by employees.

Conflicting Segments: TCP will not operate when time segments overlap. When two segments conflict, they will appear in the Conflicting Segments box.

Reminders +: The supervisors can set reminders for themselves.

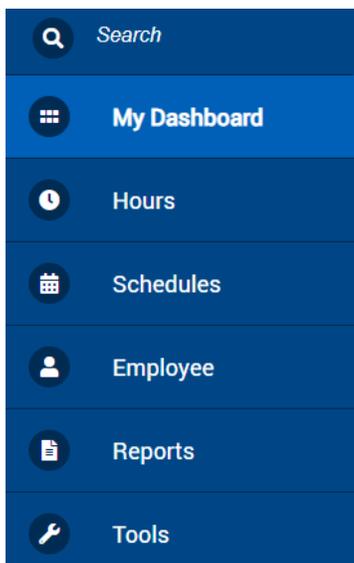
Approaching Overtime: Here supervisors can see which employees are approaching overtime.

Overtime: The overtime box shows the supervisor which employees are currently in overtime.

Anniversaries: Employee hire dates are in TCP and may be see in this box.

Edit button: The supervisor can add and hide the boxes they don't want to see.

Employee Filter button: The supervisor can filter which employees appear on the dashboard.



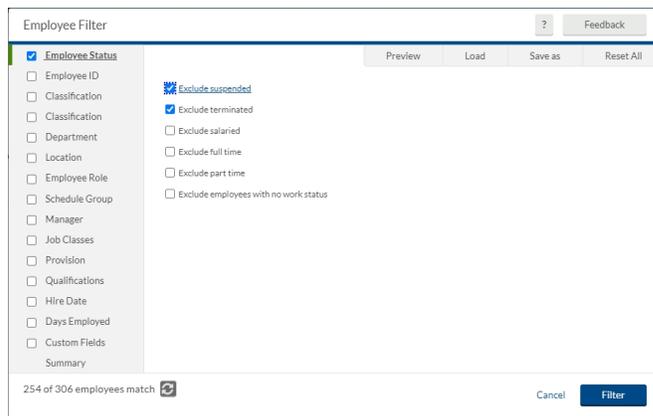
Blue Bar: The blue column on the left contains links to manage and approve employee payroll. Many of the links also contain filters allowing the supervisor to narrow the employees, departments, classifications, etc.

Filters: Filters allow supervisors to narrow the criteria they see in the TCP Manager Portal. Filter links are found in multiple links from the blue column.

Employee Filter:

1. Choose a category in the left hand column.
2. Narrow the criteria for that category in the body of the screen.
3. Click the **Refresh** button in the lower left of the screen.

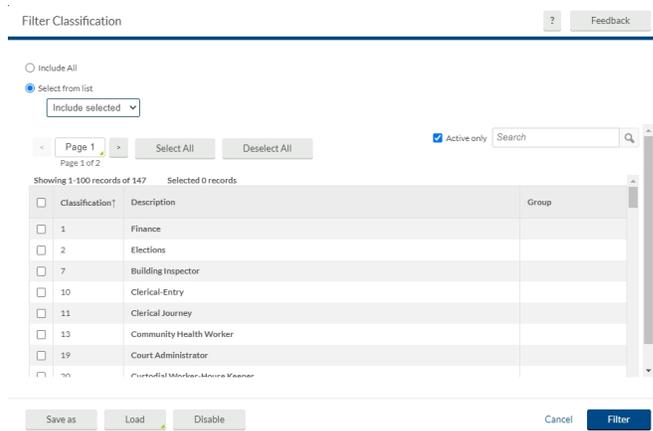
- In the upper right of the screen, select **Preview** to see the employees included in the filter, **Save** to save the filter, or **Reset** to reset the filter.
- Click **Filter** in the lower right corner.



The 'Employee Filter' dialog box shows a list of filter categories on the left, including Employee Status, Employee ID, Classification, Department, Location, Employee Role, Schedule Group, Manager, Job Classes, Provision, Qualifications, Hire Date, Days Employed, and Custom Fields. The 'Employee Status' category is selected. On the right, there are checkboxes for 'Exclude suspended', 'Exclude terminated', 'Exclude salaried', 'Exclude full time', 'Exclude part time', and 'Exclude employees with no work status'. The 'Exclude terminated' checkbox is checked. At the bottom, it shows '254 of 306 employees match' and buttons for 'Cancel' and 'Filter'.

Classification Filter:

- In the upper left of the screen use the drop down to determine if the filter will include or exclude classifications.
- Select the classifications desired.
- In the lower left the filter set up can be saved or disabled. The **Load** button does not operate.
- Click **Filter** in the lower right corner.



The 'Filter Classification' dialog box shows options to 'Include All' or 'Select from list'. The 'Select from list' option is chosen, and a dropdown menu shows 'Include selected'. Below this are buttons for 'Page 1', 'Select All', and 'Deselect All'. A search bar is present with 'Active only' checked. A table lists classifications with columns for 'Classification', 'Description', and 'Group'. The table shows records 1 through 19, with descriptions like 'Finance', 'Elections', 'Building Inspector', 'Clerical-Entry', 'Clerical Journey', 'Community Health Worker', and 'Court Administrator'. At the bottom, there are buttons for 'Save as', 'Load', 'Disable', 'Cancel', and 'Filter'.

Cost Code Filter: This filter does not operate.

Links button: The links button  always takes the supervisor back to the blue links bar.

Hours: Hours is where the supervisor can manage and approve employee hours. Time segments may be viewed by individual or group.

Hours Schedules Accruals

Jeff Tomlinson

Classification Filter Cost Code Filter Segment Filter Exception Filter Download

7/26/2021 to 8/29/2021 Open Weeks Update

Start date Stop date Period

+ Add Manage Exceptions

Approved Conflict Break Show absences

Showing 24 records of 24 Selected 0 records												
				Notes	Edited	Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Classification
<input type="checkbox"/>					Y	30u	7/26/2021 07:00 AM	7/26/2021 03:30 PM	8.00	8.00		89 - SW Heavy Equipment Operator
<input type="checkbox"/>					Y	30u	7/27/2021 07:00 AM	7/27/2021 03:30 PM	8.00	8.00		89 - SW Heavy Equipment Operator
<input type="checkbox"/>					Y	30u	7/28/2021 07:00 AM	7/28/2021 03:30 PM	8.00	8.00		89 - SW Heavy Equipment Operator
<input type="checkbox"/>					Y	30u	7/29/2021 07:00 AM	7/29/2021 03:30 PM	8.00	8.00		89 - SW Heavy Equipment Operator
<input type="checkbox"/>					Y	30u	7/30/2021 07:00 AM	7/30/2021 03:30 PM	8.00	8.00	40.00	89 - SW Heavy Equipment Operator

Regular	OT1	OT2	Comp Time	Leave	Total
176.00	26.00	8.22	0.00	8.00	210.22

1. Select **Individual** or **Group Hours**. Individual Hours screens will allow the supervisor to select individual employees. Group Hours will allow supervisors to select a date range and adjust filters to see the employees or groups they desire. Once the filter is set the group of employees will appear.



Group Hours ☆

Sort by: ID ↑

10/30/2023 to 12/17/2023 Open Weeks Update

Start date Stop date Period

Employee Filter Classification Filter Cost Code Filter Exception Filter Show absences

In order to increase performance and enhance the functionality of our software, Group Add Hours has been made part of a new feature Mass Hours. To add or edit hours for multiple employees and multiple segments use Mass Hours.

Adjust the settings above and click "Update"

Update

2. Under **Individual Hours**, select an employee.
3. Select a date range and any desired filters.
4. To add segment, click the **Add** button. Complete the **Add** window with the date, time, classification, notes, and number of days. Click **Save**. The segment will be added to the employee's time sheet.

- To edit a segment, double click the segment and correct information in the **Edit Segment** window. Click **Save**. Note: approvals must be removed and the Apply Changes button clicked before the Edit Segment window will appear.

Hours Columns (from left to right):

- Check boxes** to select segment lines.
- Exceptions** (red bell): gives notice to the supervisor of information on that segment that might need to be reviewed before approving it. The red dot might mean an action must be taken before payroll is fully complete.
- Employee approval** boxes indicating if the employee has approved the segment.
- Manager approval** boxes for the manager to approve the segments.
- Notes:** The supervisor may attach notes to segments and see notes left by employees.
- Edited:** A “Y” in this column indicates hand adjustments were made to the segment. Double click on the Y to see a record on the change. The **Audit Log Change** window will show the change, who made it, who approved it and what method was used to make the change.

Time 08/09/2021 08:44 AM
 User ID KCAMPBELL
 Entity 101 - Jeff Tomlinson
 Physical location 30.47.70.13
 Feature Individual Hours
 Override Type None
 Clock Operation Not Set

Show changes only

Field	Old Value	New Value
Time In		07/26/2021 07:00 AM
Actual Time In		07/26/2021 07:00 AM
Time Out		07/26/2021 03:30 PM
Actual Time Out		07/26/2021 03:30 PM
Cost Code		N/A
Classification		89 - SW Heavy Equipment Operator
Rate of Pay		Not Shown
Break Name		Lunch
Missed In Punch		No
Missed Out Punch		No
Force overtime		No
Disable Segment Minimum		No

Time	Description
08/09/2021 08:44 AM	Approval Change
07/16/2021 11:00 PM	Added

Edited

Y

Y

Close

7. **Breaks:** The breaks column indicates grouped segments.

Break Length

30u

30u

8. **Break Length:** This column will appear if the employee has an automatic lunch break. It will indicate the length of the break applied to the segment.

9. **Time In and Time Out:** These columns show the rounded in and out times for each segment. The times are rounded to the nearest fifteen minutes when the automated clock is used. Hand entries must be rounded by hand.

Time In	Time Out
7/26/2021 07:00 AM	7/26/2021 03:30 PM
7/27/2021 07:00 AM	7/27/2021 03:30 PM

10. **Actual Time In and Actual Time Out:** Here the hour and exact minutes is recorded from the automated clock. Employees entering hours by hand must round their entries to the nearest fifteen minutes here for TCP to record properly.

Actual Time In	Actual Time Out
8.00	8.00

11. **Hours:** Shows the minutes/hours for that segment

Hours

8.00

8.00

12. **Shift Total:** Shows the total hours for the shift.

Shift Total

8.00

8.00

13. **Week Total:** Shows the total hours for the week.

Week Total

40.00

14. Classification: Here the classification label for each segment is visible. Regular hours are labeled with the employee’s job classification. Any other classification selected by the employee will also appear in this column.

Classification
89 - SW Heavy Equipment Operator
89 - SW Heavy Equipment Operator

Approving Hours

1. Under the **Individual** or **Group Hours** link select the employee and date range.
2. Check the time entry to ensure the correct days are being reported.

Time Out	Actual Time Out
Mon 7/26/2021 03:30 PM	Mon 7/26/2021 03:30 PM
Tue 7/27/2021 03:30 PM	Tue 7/27/2021 03:30 PM
Wed 7/28/2021 03:30 PM	Wed 7/28/2021 03:30 PM
Thu 7/29/2021 03:30 PM	Thu 7/29/2021 03:30 PM
Fri 7/30/2021 03:30 PM	Fri 7/30/2021 03:30 PM

3. Check the daily and weekly columns for the correct number of hours.
4. Check that the hours are rounded to the nearest fifteen minutes.
5. Review the classifications listed for any errors. Overtime will not show as a classification. It will process automatically when exported. Overtime can be detected before export if the hours are over forty in a week or the regularly scheduled hours for each day, depending on the employee group.

Hours	Shift Total	Week Total	Classification
8.00	8.00		89 - SW Heavy Equipment Operator
8.00	8.00		89 - SW Heavy Equipment Operator
8.00	8.00		89 - SW Heavy Equipment Operator
8.00	8.00		89 - SW Heavy Equipment Operator
8.00	8.00	40.00	89 - SW Heavy Equipment Operator

6. Check that the employee has approved all segments. If they have not, or their segments need corrected, contact the employee directly or send them a message through the message center.

<input type="checkbox"/>		
<input type="checkbox"/>		<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input checked="" type="checkbox"/>

7. If red dots are still present in the Exceptions column (red bell), click the check box in the far left column. Click the **Exceptions** button above the segments and review the notices. If segments need to be corrected, have the corrections made, and once complete, approve the exceptions through the **Exceptions** button. Once approved, the red dots will turn blue. Or you can right click on the red button and approve the exceptions from there.

<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>

+ Add

Manage

Exceptions

8. When the segments look correct, approve the segments in the manager column.
9. After the approval, click the **Apply Changes** button above the segments. The **Apply Changes** button may also need to be clicked after some segment corrections.

Apply Changes
Discard Changes

Showing 24 records of 24

Select					
--------	--	--	--	--	--

10. Email the Payroll Clerk that your TCP hours have been approved.

Do not use the Schedules or Accruals tabs.

Schedules: This link is only used for elected officials. Do not use this link.

Employee: The **Employee** link shows a small amount of information on individual employees. It also contains a link showing the messages sent to employees called **Employee Messaging**.

Reports: **Reports** link allows supervisors to run specific reports on payroll hours.

PERIOD REPORTS ☆

Options
?
Feedback

Sort Key Settings
Employee Filter
Classification Filter
Cost Code Filter

7/1/2021 to 7/15/2021 Manual

Start date Stop date Period

Categories	Select a report	
Payroll	Approaching Overtime	<div style="background-color: #0056b3; color: white; padding: 5px; margin-bottom: 5px;">Download</div> <div style="background-color: #d9d9d9; padding: 5px; margin-bottom: 5px;">Settings</div> <div style="background-color: #d9d9d9; padding: 5px; margin-bottom: 5px;">Preview</div> <div style="background-color: #d9d9d9; padding: 5px; margin-bottom: 5px;">Print</div> <div style="background-color: #008000; color: white; padding: 5px;">Create Saved Report</div>
Classification	Auditing Report	
Scheduler	Complete Payroll	
Period	Day Breakdown	
Cost Code	Employees Without Exceptions	
Accruals	Estimated Wages	
Miscellaneous	Exception Summary	

To run a report:

1. Click on a link in the **Categories** column.
2. Select the date range.
3. Select a report in the **Select a Report** column.
4. Select the desired action in the right column:
 - Download:** allows a report to be downloaded
 - Settings:** allows some customizations to the report
 - Preview:** allows the supervisor to see the report before further action
 - Print:** allows the report to be printed
 - Create Saved Report:** allows the report to be saved

Filter buttons are at the top right of the screens. Filters may be set for sorting of information in the report, employees/departments, and classification.

Tools:

Employee Status: This link allows supervisors to review various employee statuses in real time.

Search Employee Filter Classification Filter Cost Code Filter

All Clocked In On Break Not In Absent On Leave Last Punch Hours

Segment Refresh

< Page 1 >
Page 1 of 3

Showing 1-100 records of 254 Selected 0 records

ID↑	First Name	Last Name	Note	Status	Classification	Cost Code	Time In	Cell	Phone	Location
<input type="checkbox"/>	101	Jeff	Tomlinson	Out						

Filters: Filters may be set by employee/department, classification, and the **Options** button will allow alterations to a few fields.

Download: The **Download** button allows the information to be downloaded.

Segment: The **Segment** button provides links to **Call Note**. **Call Note** allows supervisors to leave temporary notes about employee status. It also provides a link taking the supervisor to the employee’s individual time card in **Individual Hours**.

Segment Refresh

< Page 1 >
Page 1 of 3

Showing 1-100 records of 254 Selected 1 reco

ID↑	First Name	Last Name
<input checked="" type="checkbox"/>	101	Jeff Tomlinson

Tabs on the Screen: The body of the screen includes:

- When employees last clocked in
- What employees are on break
- What employees are not in or are on leave
- An employee’s last punch
- Information on an employee’s hours

Requests

The **Requests** link is where supervisors can see and manage employee requests for leave. Employee requests appear on the calendar.

Calendar List

Status

Employee Filter Classification Filter

Requests per calendar day 10 Apply

+ Add Manage << ≤ August 2023 ≥ >>

To approve/deny leave:

1. Double click on the leave date. A window will appear with the details of the request.

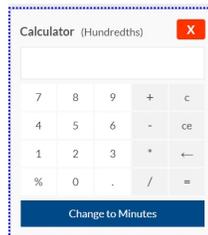
- Information		- Approvals	
Employee Jeff Tomlinson	Days 1/1	Date processed N/A	
Hire date	Date requested 08/01/2023 (08:00 AM 8.00)	Request Level 1 Pending	
Date submitted 08/24/2021	Leave Code 2003 - Comp Used	Request Level 2 N/A	
Time submitted 02:47 PM	Hours 8.00	Request Level 3 N/A	
Entered by Test User	Accrual 4-Compensatory Time	Cancel request N/A	

Buttons: Edit, View Accruals

2. Right click on the date or click the **Manage** button. From here the supervisor may approve, deny, delete, view in a list or add another request. Once approved/denied, the request will appear on the employee’s time card and be labeled approved in the employee’s time clock.

Filters by employees/department and classification may be made.

Other Tools: Other Tools include a calculator and an Audit Log.



Audit Log: The **Auditor Log** allows the supervisor to see information on employee hours

1. Click on the **Select Feature** drop down. Select:

AUDIT LOG ☆

Select feature: << NONE >>

8/1/2021 to 8/24/2021 Manual Update

Start date Stop date Period

Hours Audit Log. Here the supervisor can see hour information.

AUDIT LOG ☆ Options

Select feature: Hours Audit Log

7/1/2021 to 8/24/2021 Manual Update

Start date Stop date Period

Employee Filter Classification Filter User Filter Advanced Filter

Search on dates edited
 Search on segment times

Group by: Employee ID

Search

Page 1 of 278 [Expand all](#) [Collapse all](#)

Showing 1-100 records of 27800

Time	Employee Name	Time In	Time Out	User Name	Feature	Reason
- 101 - Jeff Tomlinson						
7/15/2021 10:30 AM	Jeff Tomlinson	5/31/2021 06:00 AM	5/31/2021 04:30 PM	Kelli Campbell	Individual Hours	Approval Change

1. Select the date range.
2. Click **Update**
3. Select the desired filter. Choose to filter by employee/department, classification, User, and advanced for further filters
4. Decide how the information should be grouped by using the **Group Information** drop down.
5. Review the employee hour and approval information provided

Incomplete Clock Operation Audit Log: Use the same steps as **Hours Audit Log**. The screen will show an employee’s missed clock ins and outs and conflicting segments.

Time	Employee Name	Application	Reason	Last Workflow Step↑
- 101 - Jeff Tomlinson				
8/11/2021 06:31 PM	Jeff Tomlinson	WebClock	You are not clocked in	
8/11/2021 06:32 PM	Jeff Tomlinson	WebClock	You are not clocked in	
8/19/2021 11:38 AM	Jeff Tomlinson	WebClock	You are not clocked in	
7/1/2021 11:40 AM	Jeff Tomlinson	WebClock	Cancelled Clock Operation	Beginning Employee Messages
8/19/2021 07:50 AM	Jeff Tomlinson	WebClock	A conflicting shift exists	Clock In

Attestations Audit Lot: This option does not operate.

4. Hour Codes

Hour codes allow the county's payroll system (New World) to track hours and pay wages in accordance with state, federal and county regulations. Appropriate permission hours codes are assigned to each department through the Administrative Services Department. Questions concerning permission to additional hour codes may be directed to the Administrative Services. Generally, departments receive codes concerning regular hours, overtime, compensatory time, employee leave, and holidays. Additional codes pertaining to a specific department or situation may also be assigned on an individual basis.

The definition of each hour code is listed in **Appendix B**. Some codes contain an "NP" or a "P" designation as part of their code. "NP" codes pertain only to salaried employees and "P" codes refer to employees or situations that are paid based on an hourly rate. Codes without the "NP" or "P" designation may apply to both salaried and hourly employees. Codes may be added or removed by Human Resources as circumstances arise. Departments receive training concerning any changes to codes that may affect their payroll entry.

5. Shift Codes

Shift codes apply premium pay to specific employees at specific times on an as needed basis. Consultation with Administrative Services and/or Human Resources is advised prior to using shift codes since some may be out dated, have rate changes or be inappropriate for the circumstances.

Shift codes may be added to hour codes in the payroll entry process by selecting the appropriate drop down box in the "Shift Code" column. Select the appropriate code and the drop down box will close. The shift code selected will now be applied to the corresponding hour code hours. See section seven "Entering in to the Payroll System," step twelve.

A list of current shift codes may be found in **Appendix D**.

6. Entry in New World

After hours are imported from TCP in to the New World system, authorized individuals may log into the Department Hours Entry screen to audit time. . The Department Hours List (time entry sheet) may be found in New World via Human Resources > Payroll Hours > Department Hours > Search. Questions about accessing the payroll entry screen and entering hours may be directed to the Human Resources Department. **Once these hours have been imported, DO NOT go back to TCP and make corrections.**

Procedure:

1. Log in to New World.
2. Click on Human Resources/Payroll Hours/Department Hours to go to the screen shown below.

Department Hours List

Pay Group

Batch

Hours Entry Mode

	Department Code	Description	Number Of Employees	Approval Level
+	Admin Services - Administrative Services	Administrative Services	1	1
+	Assessor - Assessor	Assessor	6	1
+	Auditor - Auditor	Auditor	27	1
+	Clerk - Clerk	Clerk	6	1
+	Comm-Dept - Commissioners-Department	Commissioners-Department	5	1
+	Coroner - Coroner	Coroner	8	1
+	County Extension - County Extension	County Extension	3	1
+	District Court - District Court	District Court	9	1
+	Emergency Commun - Emergency Communi...	Emergency Communications	1	1
+	Emergency Mgt - Emergency Management	Emergency Management	4	1
+	Facilities Manag - Facilities Management	Facilities Management	6	1
+	Fair - Fair	Fair	7	1
+	Human Resources - Human Resources	Human Resources	2	1

[New](#) [Delete](#) [Approvals](#) [Summary](#)

Pay Group will always be S and will auto-fill, the **Batch** will auto-fill, and the **Hours Entry Mode** defaults to Quick Entry

- Click the “+” sign next to the correct department. A list of the current employees will appear.
- Click the first employee. His/her time entry screen will appear. For salaried employees the first line of the time entry screen will auto-populate the employee’s salary. For hourly employees a salary will not appear in the segment list.

Segments will appear by the day and be totaled by each code for that day.

The screenshot displays the 'Employee Hours Entry' screen for Clinton D. Adams. The interface includes a header for 'Whitman County, Washington' and a navigation menu. The main content area shows the following details:

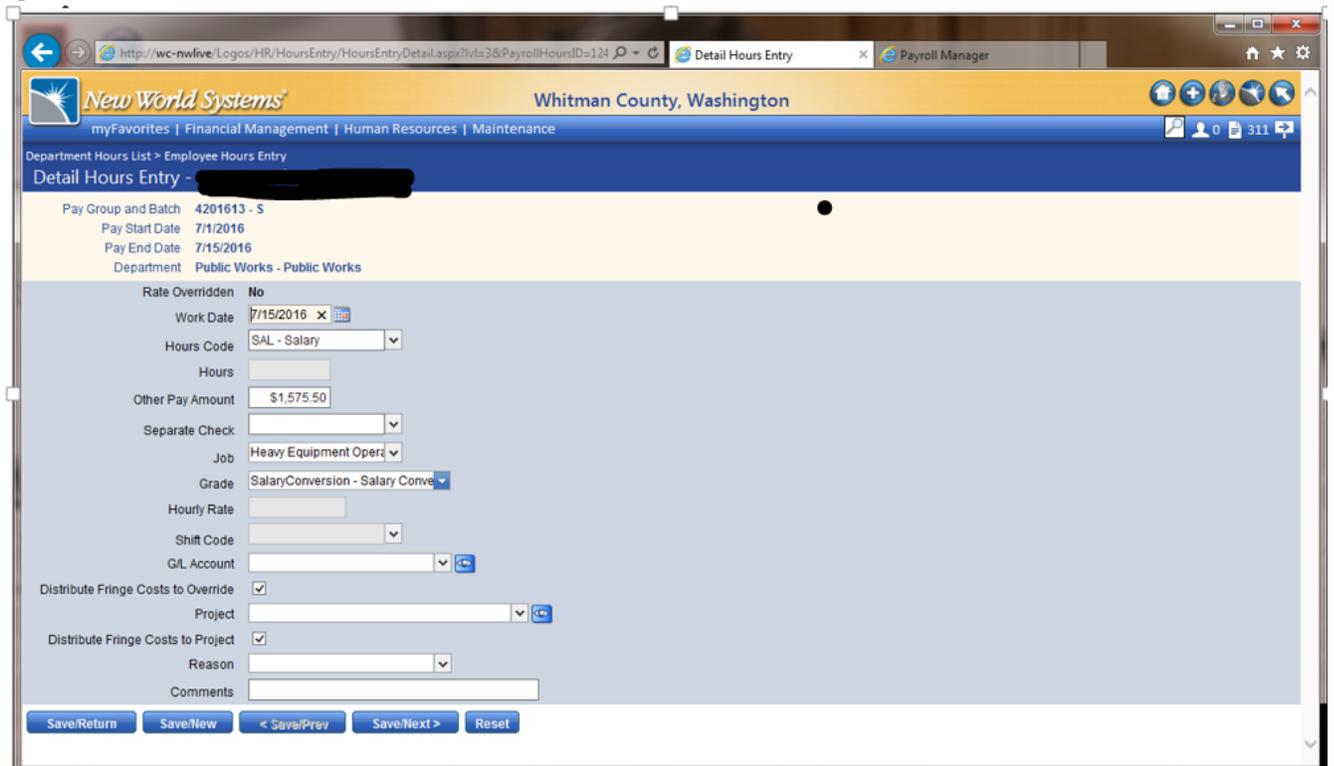
- Pay Group and Batch:** 4201613 - S
- Pay Start Date:** 7/1/2016
- Pay End Date:** 7/15/2016
- Totals:** Regular Hours: 80.0000, Premium Hours: 0.0000, Regular + Premium: 80.0000, Other Pay: \$1,575.50
- Job Information:** Job: Heavy Equipment Operator, Department: Public Works - Public Works, Rate: 1,575.5000, G/L: 110.400.000.543.69 - County Road-PW, Public Works Dept., General Fund, Road General Administration, Payroll Clearing

The 'Employee Name' is set to Adams, Clinton D. Below this, a table lists the hours entry segments for 7/15/2016:

Work Date	Hours Code	Hours/Amount	Shift Code	Reason	Detail	Delete
7/15/2016	SAL - Salary	\$1575.50				
7/15/2016	NP - REG - Regular Hol	38.5000				
7/15/2016	NP - REG - Regular Hol	10.0000	WF - Working Foreman			
7/15/2016	NP - REG - Regular Hol	3.0000	OP - Oil/Paint - 12%			
7/15/2016	NP - VAC U - Vacation U	18.5000				
7/15/2016	NP-HOL - Holiday	10.0000				

At the bottom of the screen, there are navigation buttons: Save, Reset, Customize, New Page, Accruals, and Hours Code Hours Entry.

5. Audit the hours and codes for each employee. Compare the daily entries to TCP and other sources (request for time off, calendars, etc) Add adjustments, corrections, shift codes, overrides, etc.
6. If corrections need to be made, an additional payroll entry form must be completed and sent to Administrative Services via email to the Payroll Clerk. This form can be found on the Accounting Docs Drive. All changes made in New World must be recorded on this form.
7. If a line is missing, click on the second field under “Work Date”. Enter the correct date of the payroll period.
8. To correct hour codes, click on the “Hours Code” drop down box and select the correct code.
9. Under the “Hours/Amount” column list the total number of hours for that hour code. Some hour totals may be split using the same code to indicate shift codes, or out of class designations, as shown above with the “Regular Hours” Code. Add additional rows under the correct date as necessary.
10. If shift codes apply, they may be selected in the “Shift Code” column of the entry page. Choose only one shift code for each line of entry. Consult with Human Resources before using shift codes for the first time, since some codes may have been altered due to procedural or collective bargaining agreement changes. Out of class codes are arranged by PCO through Human Resources. Consult with Human Resources and see this document’s procedure for using out of class codes.
11. Skip the “Reason” column.
12. Under the “Detail” column, an hour glass button may be selected. The hour glass button opens a screen showing detail related to each line of entry. It contains detail auto-populated and pertaining to the information entered on that line. This is where some overrides may be made in conjunction with Whitman County policy. A picture of the “Detail” screen is below. It is advised that Administrative Services or Human Resources be consulted before using this screen as some fields may not be set up for override.



13. If more rows are needed click the “New Page” button at the bottom of the screen.
14. If using Leave Without Pay (LWOP) for salaried employee, add a negative sign to the LWOP hours.

15. Review each entry and the “Totals” area at the top of the screen for errors. For assistance with errors contact the Human Resources Department. For hourly employees it’s important to have a code for all scheduled hours. Otherwise, the employee’s total pay may not be correct.
 16. Once all data looks correct, click “Save”.
 17. To select the next employee, select the “Department Hours List” link at the top left of the screen and repeat steps six through seventeen.
 18. Once entry is complete, select the department from the “Department Hours List” and click the “Approvals” button. A small screen will open allowing you to select a secondary individual to review and approve payroll entries. Repeat for each department.
 19. Create and print a “Payroll Hours Register Report” for each department. Begin by selecting the “Human Resources” drop down menu.
 20. Click on “Reports”
 21. Click on “Payday Report”
22. Click on “Payroll Hours Register Report”. The report set up screen will appear.

Payroll Hours Register Report

Load Saved Report Distribution Group

Override Report Title Email Group

Pay Group Report Detail

Batch Hours Type

Include Standard Pay Rate

Departments | Hour Codes

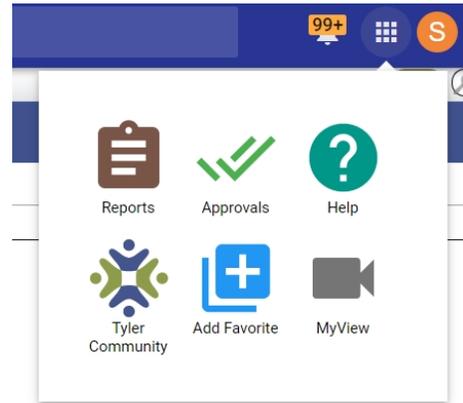
Available Department(s): 31

- Admin Services - Administrative Services
- Assessor - Assessor
- Auditor - Auditor
- Auditor-AcctsPay-Auditor - Auditor.Accounts Payable-Auditor
- Child Support - Child Support Enforcement
- Clerk - Clerk
- Comm-Dept - Commissioners-Department
- Comm-Gen Govt - Comm-General Govt
- Coroner - Coroner
- County Extension - County Extension
- Development Srv - Development Services

Selected Department(s): 0

Submit **Reset** **Save** **Save As** **Delete**

23. The “Pay Group,” will auto-populate. The Batch is the only number in the pulldown menu and is the current payroll batch number. If there is no number, then there is no current batch open and individuals will need to go to the pay day history report for previous payroll information. Under the “Departments” tab select the appropriate department followed by the single blue arrow pointing to the empty box on the right of the screen. This will move that department from the left hand box to the right hand box. Click the box labeled “Include Standard Pay Rate.”
24. Click on the “Hour Codes” tab. Move all available hour codes to the right by using the double arrows.
25. Click “Submit” at the bottom of the screen.



26. Click on the grid icon in the upper right hand corner and click on Reports
27. Print the “Payroll Hours Register.” Audit the Register to ensure that rates, LWOP, net pay, total hours and other items are appropriate
28. The second individual reviewing and approving payroll reviews the “Payroll Hours Register” and locates the approval request in their Approvals as shown above. Another way to put on approvals is to go to Human Resources/Payroll Hours/Department Hours/ and click on the department line, go to the Approvals button at the bottom of the page and second-approve.

Whitman County, Washington Search

myFavorites | Financial Management | Human Resources | Maintenance

Department Hours List

Pay Group: S
 Batch: 4202116
 Hours Entry Mode: Quick Entry

	Department Code	Description
+	Admin Services - Administrative Services	Administrative Services
+	Assessor - Assessor	Assessor
+	Auditor - Auditor	Auditor
+	Clerk - Clerk	Clerk
+	Comm-Dept - Commissioners-Department	Commissioners-Department
+	Coroner - Coroner	Coroner
+	County Extension - County Extension	County Extension
+	District Court - District Court	District Court
+	Emergency Commun - Emergency Communications	Emergency Communications
+	Emergency Mgt - Emergency Management	Emergency Management
+	Facilities Manag - Facilities Management	Facilities Management
+	Fair - Fair	Fair
+	Human Resources - Human Resources	Human Resources
+	Info Technology - Information Technology	Information Technology
+	Juvenile Service - Juvenile Services	Juvenile Services
+	Park & Rec - Parks & Recreation	Parks & Recreation
+	Prosecutor - Prosecutor	Prosecutor
+	Public Health - Public Health Department	Public Health Department
+	Public Works - Public Works	Public Works

New Delete Approvals Summary

29. If changes to the entry need to occur, the second approver notifies the accounting liaison that corrections need to be made. The accounting liaison makes the changes and resubmits the payroll to the second approver. The second approver may then approve payroll as described in step thirty-three.
30. All Other documents are stored by departments in accordance with the Washington State Archives Schedule.

31. If Payroll discovers an error, the liaison is notified by email. Both approvals have to be removed, a function that **CANNOT** be performed by any member of the Administrative Services team, the correction made, and approvals reapplied.

7. Specific Hours Entry

Overtime/Compensatory Time:

In accordance with the Fair Labor Standard Act, county policy, and collective bargaining agreements overtime and/or compensatory time may be earned and used by Non-Exempt employees. Non-Exempt employees are those individuals eligible to earn overtime. Further information on Non-exempt status may be obtained through the Human Resources Department.

An employee's time card records the actual hours worked each day, whether in TCP or a paper timesheet. Those hours are then translated into regular, employee leave and overtime hours by TCP. What overtime hours calculate depends on if the employee's overtime is governed by county policy or a collective bargaining agreement. For instance, in 2020 the non-represented and courthouse groups earn overtime after forty regular or leave hours in a week. Road, Solid Waste, and Correction bargaining unit members earn overtime on a daily basis after their regularly scheduled shift (either eight or ten hours). Deputy Association members are on a 7K system (see the FLSA) earning overtime after a specific number of hours worked in a month. Neither overtime, nor compensatory time, may be earned until each employee's time requirements are met.

For example, John Doe is in the Courthouse bargaining unit and worked eight hours every day of the week except Wednesday. On Wednesday he worked ten hours. His time card will show eight hours on Monday, Tuesday, Thursday and Friday. It will also show ten hours on Wednesday. From TCP, all his hours will be recorded in New World under the "Regular Hours" code until he reaches forty. Hours forty-one and above for that week will export using the "Overtime" code or a "Comp. Earned" code. John must reach forty regular hours before receiving overtime. Typically, this places overtime near the end of the work week or on the weekend.

Overtime is listed in TCP as straight time. The New World system will automatically calculate the 1.5% wages and/or compensatory time required by state and federal regulations.

The types of hours counted toward overtime is covered by county policy, collective bargaining agreements and sometimes past practice. Currently, all regular, employee leave and holiday hours qualify toward the overtime count. Consult county policy or collective bargaining agreements for further information or changes.

There are circumstances where overtime may be earned without reaching thresholds spelled out for each employee group. For instance, a regular employee working on a holiday receives 1.5% or 2.5% time depending on his/her employee group. Also, employees called to work after their regular shift might receive overtime depending on their collective bargaining agreement. Consult Administrative Services, Human Resources, county policy and collective bargaining agreements for specific overtime circumstances.

While employees may take some overtime hours as pay and others as compensatory time, both designations may not be used for the same hour. It must be one or the other, keeping in mind there are accrual limits to the number of compensatory hours earned each year. Compensatory Time may be entered in TCP by hand through the Change Classification button or the Manage Time Sheet link.

Employees designated as "Exempt" or "Not Covered" under the FLSA may not earn overtime or compensatory time. Exempt employees are also referenced as "salaried."

Holiday:

Holidays are applied in TCP under one of the holiday hour codes. As described in the Hour Codes definitions (**Appendix B**), "Holiday" refers to a designated holiday in which the employee did not work. "Holiday Worked" is used for a designated holiday in which the employee did work and is typically paid as overtime. "Holiday Comp" is a code used for worked holiday hours that are approved as compensatory accrual rather than an overtime pay out. The "Holiday Bank" codes are used only by the Deputy Sheriff Association.

The "Holiday" code is used for hours scheduled but not worked on the designated holiday. This code may be used up to the total number of normally scheduled hours in that particular day. The "Holiday Worked" and "Holiday Comp" codes may be applied for all hours actually worked on the holiday. If an employee is off work part of the day and works part of the day, the "Holiday" is applied for only those hours not working (with a maximum at the normal schedule) and the "Holiday Worked" or "Holiday Comp" code are applied for actual worked hours. The "Holiday" code and "Holiday Worked"/"Holiday Comp" codes shall not be applied to the same hour.

Holidays apply to regular employees working at least 50% of the pay period. They do not apply to temporary employees. Temporary employees or employees working less than 50% time may work on a designated holiday if assigned by the elected official/department head, but receive wages as straight hours by using the "Regular" hour code on the pre-list. See county policy and collective bargaining agreements for further information.

A floating holiday is one calendar day off arranged through agreement between the employee and his/her supervisor. Entry for a floating holiday is a separate hour code in TCP. Each regular employee working at least 50% time and past ninety days of eligibility, is allowed one floating holiday per calendar year. Each department is responsible for tracking the floating holidays for its employees. This means keeping a record of which employees use their floating holidays and when. Floating holidays are added to TCP via the "Floater" code.

Floating holidays are audited countywide at year's end. Floater used more than once will be changed to another available accrual or leave without pay.

Holidays are not accruals. They do not accumulate and are re-set at the start of each year.

Employee Leave:

Employees use leave through vacation, sick, or compensatory time accruals. The Deputy Sheriff Association and Correction Officer & Support Staff unit use a bank of annual leave as vacation accrual.

Leave accruals are earned for regular employees working at least half of each pay period. Accruals are earned each pay period and are available for use in the following pay period. The New World system creates automatic accruals as a part of the payroll process. Use of accrual hours are created by entering the appropriate number of hours to the "Vacation Used", "Sick Used", or "Comp. Used" hour codes in TCP.

Leave accrual balances are found on each employee's pay stub and within reports in the New World system. Any balances of accruals maintained outside the New World system are not official, will not be maintained in TCP, or on paper documents, and should not be relied upon as a correct reporting of hours.

L&I Buy Back: L&I buy back is a process in which employees receiving Time Loss from the state's Worker's Compensation system submit their Time Loss checks to the county and receive the reinstatement of accrued leave in return. For steps on how to enter L&I buy back codes, see county policy, collective bargaining agreements and the L&I buy back procedure document.

Leave Without Pay (LWOP):

Leave Without Pay (LWOP) is used when employee is absent on a scheduled work day and does not use accrued leave. LWOP can be added through TCP. Once exported into New World a negative sign will need to be added to the number of hours for salaried employees. A negative sign does not need to be added for hourly employees.

Sick Bank:

County policy and collective bargaining agreements contain provisions allowing for sick bank donations. Terms of the donations are governed by policy and union agreement. Sick bank entries made in New World using the "Sick Bank Used" code. Sick bank hours are not permitted for use until all other accruals have been exhausted. Contact Human Resources for procedures on requesting sick bank hours.

Longevity Pay:

Some employee groups receive longevity pay. Longevity pay is entered as a part of the employee's salary by the Human Resources Department. It does not require entry in TCP or New World.

Lead Worker Pay:

Employees assigned to lead projects may be paid lead worker pay in accordance with county policy and collective bargaining agreements. A Personnel Change Order needs to be signed by the Board of County Commissioners prior to assigning lead worker status to an employee.

Out-of-Class Pay and Additional Positions:

Some employees, meeting specific conditions while working in a classification paid higher than theirs (out-of-class), and employees working in additional positions, may earn alternative wages. County policy and collective bargaining agreements govern the use of out-of-class pay. Employees working out-of-class, or in an additional position, requires a signed Personnel Change Order by the Commissioners for proper processing and record keeping.

If alternative wages are paid an hour by the hour, Human Resources will work with the department to set appropriate hourly rates. Contact Human Resources for out-of-class and additional position arrangements. Human Resources will work with the department to identify which classification the employee will be working out-of-class in. The difference between the employee's hourly rate and higher classification's hourly rate is determined in accordance with county policy. Human Resources then enters the hourly rate in to the employee's New World profile using an out-of-class position. Wages for an additional position is also determined by Human Resources and programmed into the New World profile. At payroll entry, the accounting liaison takes the following steps.

In TCP:

1. Record start and stop times on separate time segments from regular hours. Use the "Out of Class" or the additional classification code.

In New World:

1. On the out-of-class and additional classification lines open the hourglass detail button
2. Change the position field to the assigned out-of-class position or alternate classification (received from Human Resources). As an alternative, click the "Customize" button at the bottom of the screen. Select "Position". Click the drop down for each out-of-class and additional classification line. Select the out-of-class or classification code for that segment.
3. Confirm that the hourly rate is showing the correct alternate wage (worked out with Human Resources)
4. Continue entering hours
5. Click save and prepare payroll for the second approval and Administrative Services' additional payroll form.

Additional Straight Time:

The "Additional Straight Time" codes are used when regular part time employees work more than their normal scheduled hours but less than forty hours per week. Additional Straight Hours are straight time and do not qualify as overtime hours. See **Appendix B** for the definition and uses of each code.

8. APPENDICES

Appendix A: For TCP images of the time card, see the View Hours and Manage Time Sheet sections of this procedure.

Appendix B: Hours Code List

General Hours Codes

Code Name	Description	Definition/Use
AST E PD	Additional Straight Hours - Earned & Paid	Straight time hours for part time employees working between their regular schedule and forty hours in a week. This code processes those hours as paid wages during the period they were worked.
AST E	Additional Straight Hours - Earned/Accrued	Straight time hours for part time employees working between their regular schedule and forty hours in a week. This code processes those hours in to an accrual during the period they are worked.
AST PD	Additional Straight Hours - Paid	Straight time hours for part time employees working between their regular schedule and forty hours in a week. This code pays wages from the straight hour accrual.
AST U	Additional Straight Hours - Used	Straight time hours for part time employees working between their regular schedule and forty hours in a week. This code is used when an employee takes time off using their straight hours accrual.
VAC PD	Annual Leave Payout	Used in an employee's final paycheck to initiate vacation payout of an employee's accrual in accordance with county policy and collective bargaining agreements.
AUTO	Auto Fringe Benefit	Calculates an automobile benefit as part of an employee's wages in accordance with IRS regulations. This code is used for employees driving county cars. Contact the Auditor's Office for advice on specific circumstances.
NP - CP E	Compensatory Time Earned	Overtime earned and taken as compensatory time accrual. Used for hourly employees only.
P - CP E	Compensatory Time Earned	Overtime earned and taken as compensatory time accrual. Used for salaried employees only.
NP-CP PD	Compensatory Time Paid	Payment of wages from the compensatory time accrual. Used for salaried employees only.
P - CP PD	Compensatory Time Paid	Payment of wages from the compensatory time accrual. Used for hourly employees only.
NP - CP U	Compensatory Time Used	Time off paid from the compensatory time accrual. Used for salaried employees only.
P - CP U	Compensatory Time Used	Time off paid from the compensatory time accrual. Used for hourly employees only.
Floater	Floating Holiday	Use of an employee's floating holiday as defined in county policy and collective bargaining agreements.

P – FLT U	Floating Holiday	Use of an employee’s floating holiday as defined in county policy and collective bargaining agreements. For hourly employees.
NP - HOL	Holiday	Hours off of work due to a designated holiday in accordance with county policy and collective bargaining agreements. Use for salaried employees only.
P - HOL	Holiday	Hours off of work due to a designated holiday in accordance with county policy and collective bargaining agreements. Use for hourly employees only.
HOL BNK U	Holiday Bank Used	Used only by the Sheriff's Office for time off of Deputy Sheriff Association members from the holiday bank
NP - HOL Comp Earn	Holiday Compensatory Time Earned	Hours an employee worked on a designated holiday. Instead of being paid overtime the employee takes payment as compensatory time. Use for salaried employees only.
P - HOL Comp Earn	Holiday Compensatory Time Earned	Hours an employee worked on a designated holiday. Instead of being paid overtime the employee takes payment as compensatory time. Use for hourly employees only.
NP-HOL WK	Holiday Worked	Indicates the number of hours actually worked on what is otherwise designated as a holiday by the Commissioners and collective bargaining agreement. Used for salaried employees only.
P - HOL WK	Holiday Worked	Indicates the number of hours actually worked on what is otherwise designated as a holiday by the Commissioners and collective bargaining agreement. Used for hourly employees only.
NP - LWOP	Leave Without Pay	Indicates the number of hours an employee worked where no wages are due. Use for salaried employees only.
P – LWOP	Leave Without Pay	Indicates the number of hours an employee worked where no wages are due. Use for hourly employees only.
P - ONC 0.90	On Call \$1.25/hour	Used for the appropriate on call hours in the Coroner's Office. Use for hourly employees only.
NP - ONC 3.00	On Call \$3.00/hour	Used for the appropriate on call hours in the Juvenile Department. Use for salaried employees only.
NP - OT	Overtime	Overtime hours in accordance with county policy, collective bargaining agreements and the FLSA. Use for salaried employees only.
P - OT	Overtime	Overtime hours in accordance with county policy, collective bargaining agreements and the FLSA. Use for hourly employees only.
NP - REG	Regular Hours	Regular hours. Generally, an employee's normally shift. Does not include vacation, sick, compensatory or other accrued hour usage. Use for salaried employees only.

P - REG	Regular Hours	Regular hours. Generally, an employee's normally shift. Does not include vacation, sick, compensatory or other accrued hour usage. Use for hourly employees only.
NP - SKB U	Sick Bank Used	Leave hours used by a receiving employee through the county sick bank. Use for salaried employees only.
P - SKB U	Sick Bank Used	Leave hours used by a receiving employee through the county sick bank. Use for hourly employees only.
NP - SK U	Sick Used	Sick hours used from an employee's accrual for specific dates absent from work. Use for salaried employees only.
P- SK U	Sick Used	Sick hours used from an employee's accrual for specific dates absent from work. Use for hourly employees only.
NP - VAC U	Vacation Used	Vacation hours used from an employee's accrual for specific dates absent from work. Use for salaried employees only.
P - VAC U	Vacation Used	Vacation hours used from an employee's accrual for specific dates absent from work. Use for hourly employees only.
PW - OC	PW RBU SWBU Out of Class	Out of Class premium code for Road and Solid Waste members.
PW - OP	PW RBU Oil & Paint Distribution	Premium pay for oil distribution and paint striping of Road members.
PW - OC - OT	PW Out of Class OT	Overtime pay on out of class premiums pay for Road and Solid Waste members.
PW - OP - OT	PW Oil/Paint OT	Overtime pay on oil distribution/paint striping premium pay for Road members.

Hours Codes Used by/under instruction of the Auditor's Office and/or HR

Code Name	Description	Definition/Use
Medicare Add Pymnt	Additional Employee Payment for Medicare	Additional payments of Medicare by an employee. Used in payroll corrections.
FICA Add Pymnt	Additional Employee Payment of FICA	Additional payments of FICA by an employee. Used in payroll corrections.
ADJ	Adjustment	Miscellaneous dollar adjustments. Used when other codes are not appropriate.
HOL BNK E	Holiday Bank Earned	Holidays earned annually by the Deputy Sheriff Association members in accordance with their collective bargaining agreement.

NP - HB L	Holiday Bank Lost	Holidays lost by Deputy Sheriff Association members because they did not use them prior to their anniversary date as described in the collective bargaining agreement
NP - HB PD	Holiday Bank Paid	Holiday hours paid as wages from the Deputy Sheriff Association accrual due to an employee's termination of Association membership and in accordance with the collective bargaining agreement.
L&I Buy Back	L&I Buy Back	Used in the processing of L&I buy back checks.
NP - LUMP SUM	Lump Sum Payment	Pays wages to employees as lump sums in accordance with county policy and collective bargaining agreements. Use for salaried employees only.
P - Out of Class	Out of Class Pay	Indicates out-of-class hours on an hour-by-hour basis; as distinguished from regular and leave hours.
NP - PD Admin Lve	Paid Administrative Leave	Used to indicate paid hours for an employee on administrative leave; usually as the result of an on-going investigation.
P - PD Admin Lve	Paid Administrative Leave	Used to indicate paid hours for an employee on administrative leave; usually as the result of an on-going investigation.
NP - RETRO	Retro Payments	Retroactive payments calculated and paid as wages in accordance with county policy and collective bargaining agreements. This code is normally used for payroll errors or bargaining agreements made with a retroactive component. Use for salaried employees only.
P - RETRO	Retro Payments	Retroactive payments calculated and paid as wages in accordance with county policy and collective bargaining agreements. This code is normally used for payroll errors or bargaining agreements made with a retroactive component. Use for hourly employees only.
SAL	Salary	Used in set up of employee accounts and payroll processing to indicate salaried employees.
NP - SKB D	Sick Bank Donated	Moves hours donated from a donor's bank to the receiver's bank. Use for salaried employees only.

NP - SK Donated	Sick Leave Donated	Sick leave hours donated to the sick bank/specific employee by a donor. This code is used to remove sick leave hours from the donor's accrual. Use for salaried employees only.
P - SK Donated	Sick Leave Donated	Sick leave hours donated to the sick bank/specific employee by a donor. This code is used to remove sick leave hours from the donor's accrual. Use for hourly employees only.
NP - SK L	Sick Lost	Sick leave hours lost due to ending employment or hours beyond the accrual maximum lost at year's end. Use for salaried employees only.
P - SK L	Sick Lost	Sick leave hours lost due to ending employment or hours beyond the accrual maximum lost at year's end. Use for hourly employees only.
NP - VAC E	Vacation Earned	Vacation leave hours earned in accordance with the New World programming, county policy and collective bargaining agreements. The New World system uses this code automatically add accruals and Human Resources uses it to make any necessary hand adjustments to accruals. Use for salaried employees only.
P - VAC E	Vacation Earned	Vacation leave hours earned in accordance with the New World programming, county policy and collective bargaining agreements. The New World system uses this code automatically add accruals and Human Resources uses it to make any necessary hand adjustments to accruals. Use for hourly employees only.
NP - VAC L	Vacation Lost	Vacation leave hours lost due to ending employment or hours beyond the accrual maximum lost at year's end. Use for salaried employees only.
P - VAC L	Vacation Lost	Vacation leave hours lost due to ending employment or hours beyond the accrual maximum lost at year's end. Use for hourly employees only.
MEALS	Meal Fringe Benefit	Fringe calculations for meals.

OTHER FRINGE	OTHER FRINGE	Fringe calculations for awards, prizes, etc.
TRAVEL	Travel Fringe Benefit	Fringe calculations for travel.
UNIFORM	Uniform Fringe Benefit	Fringe calculations for uniforms.
SK Buy Back	L&I Sick Buy Back	Used for buying sick leave based on L&I time loss.
VAC Buy Back	L&I Vacation Buy Back	Used for buying vacation leave based on L&I time loss.
COMP Buy Back	L&I Compensatory Time Buy Back	Used for buying compensatory leave based on L&I time loss

Appendix C: Shift Code Examples

Shift Code	Description
LW-SW	Lead Worker in Solid Waste
NS	Night Shift
OC	Out of Class – 6% RBU
OC – COSS	Out of Class – 10% - COSS
OP	Oil/Paint – RBU 14.8
SS - COSS	Subst Supervisor – COSS - \$0.75

Appendix D: Policy and Collective Bargaining Agreement References

- Courthouse Bargaining Unit Agreement

- Road Bargaining Unit Agreement
- Solid Waste Bargaining Unit Agreement
- Correction Officer & Support Staff Bargaining Unit Agreement
- Deputy Sheriff Association Agreement
- FLSA – Federal Fair Labor Standards Act
- Policies:
 - 310 Scheduling and Reporting Work Time
 - 320 Determining Overtime Eligibility
 - 825 Compensating Employees – Non-Represented
 - 826 Compensating Employees – CBU, RBU, SWBU

Section Eight of the personnel manual covering Employee Leave, including annual, sick, family leave, holidays, judicial leave, military leave, and leave without pay