County of Sonoma
TIMESAVER

How do I…Record paid leaves (sick, vacation, jury duty, etc…) on my 8-hour day?

All employees assigned a 9-80 schedule have an hourly view time card and a work week that begins at a specific time on the 8-hour day. On the 8-hour day, TimeSaver must know what time a leave is taken in order to record the hours correctly. **Do not** record paid leaves using this method on the 9-hour days.

ACTION

1. **Enter** the *start* and *stop* times in your timecard.

2. In the *timecard grid*, **click** the *Transfer* column on the row associated with the start and stop times.

3. **Click** the *down arrow* in the *Transfer* cell.

8:30AM	▼	12:30PM
	Search... Alt-S	

4. **Click** *Search* to access the *Select Transfer dialog box*.

5. **Complete** the section of the *Select Transfer* box that applies. (I.e. cost coding).

6. In the bottom left hand corner of the box, **click** on the *down arrow Work Rule* area.

7. **Select** the appropriate *Leave Work Rule*; scroll down and look for the *leave work rule* that matches your 8-hour day.

Work Rule

<None> ▼
Wed 1230P Compassionate Lv
Wed 1230P Comp Taken Hol
Wed 1230P Comp Taken NS
Wed 1230P Comp Taken Stat
Wed 1230P Jury Duty
Wed 1230P Sick Leave
Wed 1230P Supervisory Lv
Wed 1230P Vacation

Example of available options for an employee with a workweek that begins on Wednesday at 12:30 pm

Scenario # 1) I used 4 hours of sick leave and worked 4 hours on my 8-hour day.

Date	Pay Code	Amount	In	Transfer	Out
Tue 1/08					
Wed 1/09			8:30AM	;;Wed 1230P Sick Leave	12:30PM
Wed 1/09			1:00PM		5:00PM
Thu 1/10					

Scenario # 2) I used 8 hours of jury duty on my 8-hour day. I did not work at all.

Date	Pay Code	Amount	In	Transfer	Out
Tue 1/08					
Wed 1/09			8:30AM	;;Wed 1230P Jury Duty	12:30PM
Wed 1/09			1:00PM	;;Wed 1230P Jury Duty	5:00PM
Thu 1/10					

Scenario # 3) I used 8 hours of comp time on my 8-hour day and then was called back to work.

Date	Pay Code	Amount	In	Transfer	Out
Tue 1/08					
Wed 1/09			8:30AM	;;Wed 1230P Comp Taken Hol	12:30PM
Wed 1/09			1:00PM	;;Wed 1230P Comp Taken Hol	5:00PM
Wed 1/09			7:30PM	;CALL BACK, SEIU 2 HR, pay ▼	9:00PM

8. **Select** *Save.*

9. To verify your daily hours, **locate** the *Totals & Schedule tab* at the bottom of the *Timecard*. **Click** the *drop down arrow* and change display to Daily. **Click** on the day you wish to verify.

10. To change the width of a column, place the cursor over the divider between each column heading, **click and drag** the divider to the left or right. **Click** the heading of a column to change the order of entries.