

Section 2.00 - Electronic Timesheet Entry

2.01-Timekeeping Resources

Related Seattle Police Manual Section:

[4.010-Timekeeping-General](#)

Related Resources:

[Timekeeping Help Sheet](#)

[Overtime RCat \(Resource Category\) Codes](#)

2.02-Electronic Timesheet Fields

The screenshot shows the Seattle Police Department's Electronic Timesheet interface. The browser title is "Timesheet - Windows Internet Explorer provided by Seattle Police Department". The URL is "https://wvdl1.seattle.gov/dash/vw/timesheet/timesheet.asp". The page features the Seattle.gov logo and a navigation menu with options: Home, Timesheet, Personal, Benefits, Payroll, Training, Transit, and Seattle Shares. A "Welcome" message is displayed, along with "Log Out", "Help", and "Change Password" links.

Key fields and buttons are highlighted with red arrows and numbered 1 through 10:

- 1:** Employee ID field (value: 90).
- 2:** Job Code field (value: 90) and Pay Period End dropdown (value: 12/18/2012).
- 3:** YTD Description table with columns: YTD Description, Available, Max. Values: Vacation Hours (22), Sick Leave Hours (Regular) (52), Floating Holiday (0).
- 4:** "Add Line" button.
- 5:** "Download Template" button.
- 6:** "Show/Hide Description" button.
- 7:** "Save Timesheet" button.
- 8:** Comments text area.
- 9:** Supervisor Approval checkbox.
- 10:** Submit button.

The interface also includes a weekly timesheet grid with columns for days of the week (Wed 12/5 to Tue 12/18) and summary columns (Wk1 Total, Wk2 Total, PP Total, Dec#). A "Summary of Hours" table is located at the bottom left, and a "Family Medical Leave Notice" section is on the right.

1. **Employee ID number and Name** – Shows whose timesheet is displayed.
2. **Pay Period End date**
3. **Year to Date (YTD) Balances** – Available hours of leave available for the employee.
4. **Add Line** – Creates a timekeeping entry line on the timesheet or saved template.
5. **Download Template** – If created, downloads a saved timekeeping template to the timesheet. (Related Sections: [2.07–Creating a Template](#), [2.08–Using a Template](#))
6. **Show/Hide Description** – Used to display detailed information for each timekeeping line entry.
7. **Save Timesheet**
8. **Comments** – Used to enter additional information pertaining to a time entry line if necessary.
9. **Supervisor Approval box**
10. **Submit** – Submits the approved timesheet.

2.03–Timesheet Entry Line

Related Section: [2.06–Entering Time on the Electronic Timesheet](#)

The screenshot displays a timesheet interface with a grid for data entry. The grid has columns for 'Ern Cd', 'Job Code', 'Org', 'ActID', 'RST', 'Res Cat', 'Project', and days of the week from Wednesday (12/5) to Tuesday (12/18). It also includes columns for weekly totals ('Wk1 Total'), pay period totals ('Wk2 Total', 'PP Total'), and a 'Doce' column. A 'Del' button is located at the end of each row. Below the grid are four buttons: 'Add Line', 'Download Template', 'Show/Hide Description', and 'Save Timesheet'.

1. Entry Line Categories defined:

Earn Code (Ern Cd) – Identifies the type of pay, e.g. regular pay, sick leave, overtime, etc.

Job Code – Identifies the employee’s classification and pay rate, e.g. police officer-patrol, police officer-detective, etc.

Organization (Org) – Identifies the employee’s unit number.

Activity ID (ActID)– Identifies the employee’s type of work completed, e.g. regular duties (pwork) or court overtime (pcourt).

Resource Type (RST) – Used for overtime entries, e.g. day off, shift extension, etc.

Resource Category (Res Cat) – Identifies the type of hours worked, e.g. regular, court overtime, type of overtime, etc.

Project – Identifies the type of hours worked, e.g. regular duties (pwork), court overtime (pcourt), or special projects, e.g. P75315 DOJ Response.

Pay Period area – Records the daily number of hours logged for that timekeeping entry line.

Total – By default, this area displays total pay hours worked for each day, summary of pay hours for each week and the total pay hours for the pay period.

Delete (Del) button – Deletes that entire time entry line from the timesheet or saved template

2.03.10-Searching the Time Entry Line Headings

1. The seven category headings, **Earn Code** through **Project**, may be searched to determine the appropriate code to enter in each of those columns.
2. Once your timesheet or an employee's timesheet is displayed (Section [2.05-Accessing the Timesheets](#)) move the cursor into the text field under the column you wish to search. (The cursor should change from an arrow to an "I-cursor" indicating that text can be entered)



Earn Cd	Job Code	Org	ActID	RS	Res Cat	Project	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wk1 Total	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wk2 Total	PP Total	Doc#		
Total																										Del

Buttons: Add Line, Download Template, Show/Hide Description, Save Timesheet

3. Double click while in that field and a "lookup" window will open within the timesheet screen. (The below example is for an Earned Code Lookup)



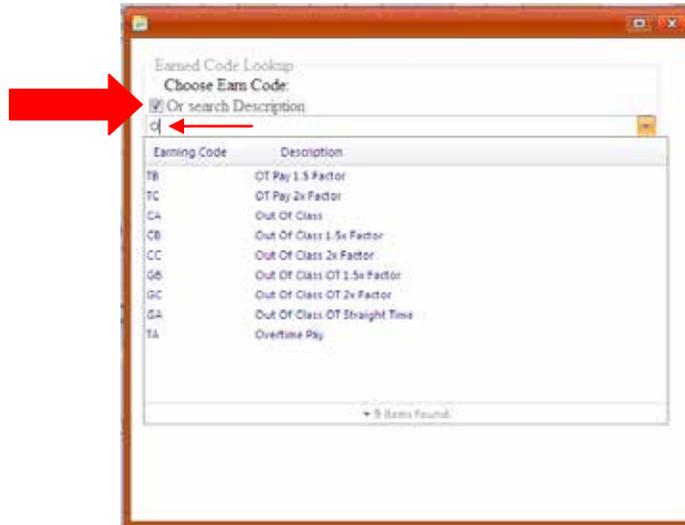
Earned Code Lookup

Choose Earn Code:

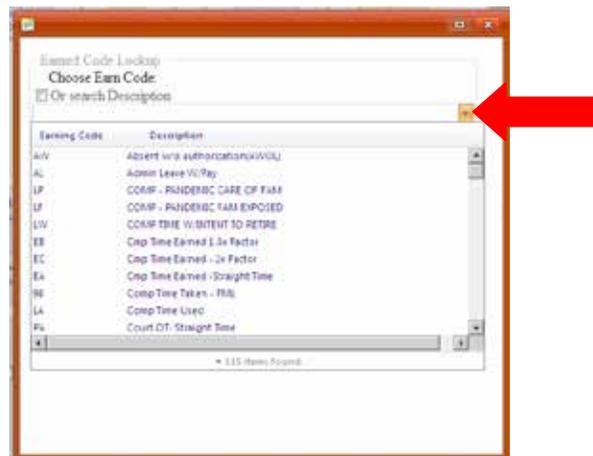
Or search Description

Please type a part of EARN Code to search or click the Down Arrow to select

4. You can search the codes by clicking the “Or search Description” field and then click in the text area to type in the first part of the description of the code you are searching for.
(This example shows what will be displayed when an “O” is entered)



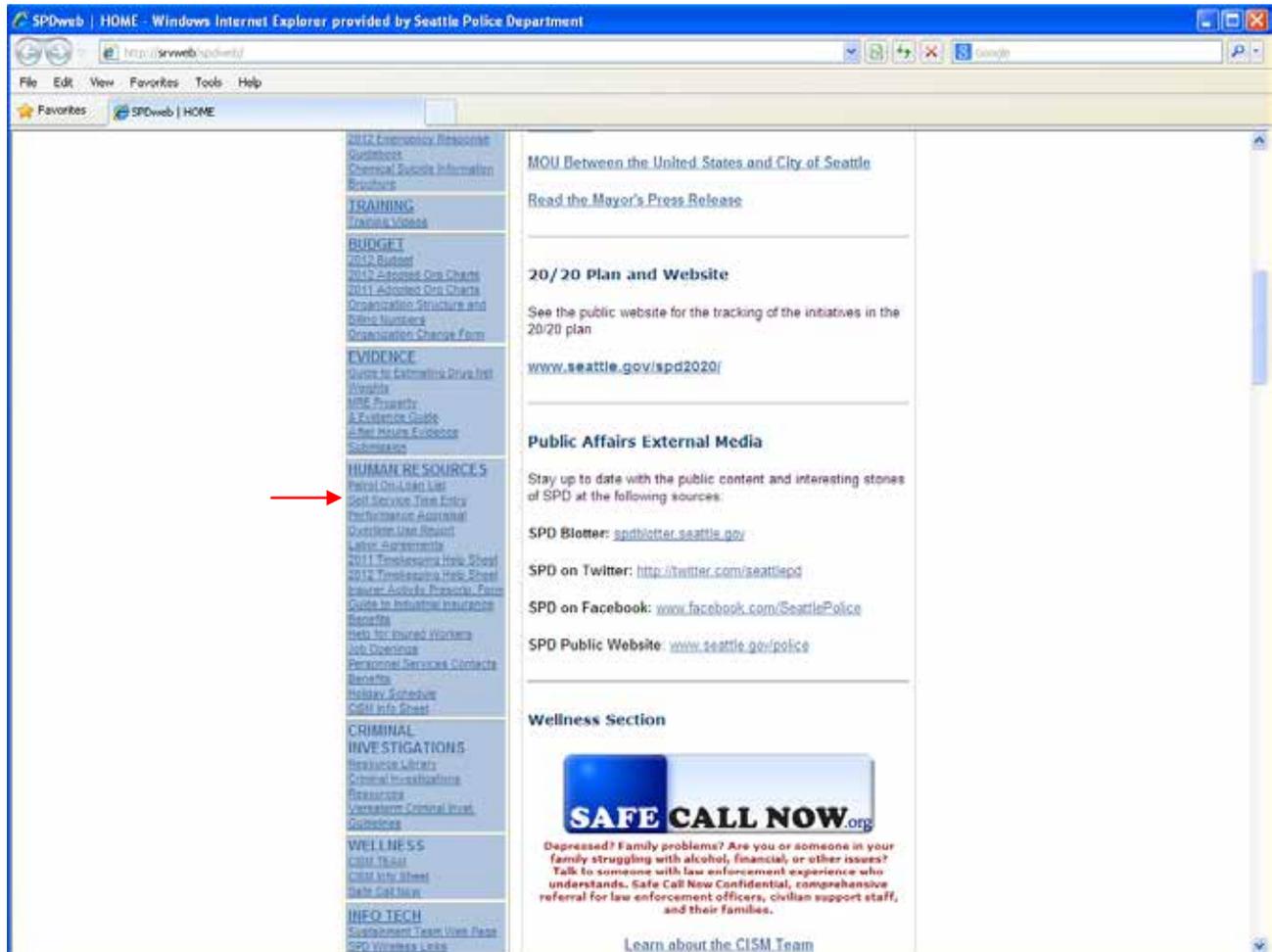
5. You can also click on the down arrow on the right side of the text area and a drop down menu will open displaying the various codes that can be selected.



6. The drop down menu can be searched by scrolling through the list by moving the marker, located on the right side of the list, up or down.
7. Once the correct code is located, double click on it and it will auto fill into the column that was searched.
8. Repeat this process for each heading.

Section 2.04–Accessing the Electronic Self Service Time Entry Main Page

1. Open the SPD in-web page to display the SPD home page.
2. Click the Self Service Time Entry link located under the **Human Resources** heading.



The screenshot shows the SPDweb homepage in Internet Explorer. The browser title is "SPDweb | HOME - Windows Internet Explorer provided by Seattle Police Department". The address bar shows "http://srvweb.spdweb.org". The page content is organized into several sections:

- 2012 Emergency Response**
 - Guidesheet
 - Chemical Hazards Information
 - Resources
- TRAINING**
 - Training Videos
- BUDGET**
 - 2012 Budget
 - 2012 Adopted Org Charts
 - 2011 Adopted Org Charts
 - Organization Structure and
 - State Numbers
 - Organization Change Form
- EVIDENCE**
 - Quick to Extrajurisdiction
 - Web Site
 - MRE Inventory
 - Evidence Guide
 - Air Helium Evidence
 - Submittals
- HUMAN RESOURCES** (highlighted with a red arrow)
 - Payroll On-Line List
 - Self Service Time Entry
 - Performance Appraisal
 - Questions/Ask Board
 - Leave Accruals
 - 2011 Timekeeping Info Sheet
 - 2012 Timekeeping Info Sheet
 - Insurer Address Process Form
 - Guide to Inpatient Insurance
 - Benefits
 - Help for Injured Workers
 - Job Opening
 - Personnel Services Contacts
 - Benefits
 - Holiday Schedule
 - CISM Info Sheet
- CRIMINAL INVESTIGATIONS**
 - Resource Library
 - Criminal Investigations
 - Resources
 - Victim Support Contact List
 - Guidelines
- WELLNESS**
 - CISM Team
 - CISM Info Sheet
 - Safe Call Now
- INFO TECH**
 - Equipment Team Web Page
 - SPD Wireless Links

Other content on the page includes:

- MOU Between the United States and City of Seattle**
 - Read the Mayor's Press Release
- 20/20 Plan and Website**
 - See the public website for the tracking of the initiatives in the 20/20 plan
 - www.seattle.gov/spd2020/
- Public Affairs External Media**
 - Stay up to date with the public content and interesting stories of SPD at the following sources:
 - SPD Blotter: spdblotter.seattle.gov
 - SPD on Twitter: <http://twitter.com/seattleispd>
 - SPD on Facebook: www.facebook.com/SeattlePolice
 - SPD Public Website: www.seattle.gov/police
- Wellness Section**
 - SAFE CALL NOW.org**
 - Depressed? Family problems? Are you or someone in your family struggling with alcohol, financial, or other issues? Talk to someone with law enforcement experience who understands. Safe Call Now Confidential, comprehensive referral for law enforcement officers, civilian support staff, and their families.
 - Learn about the CISM Team

3. The Personnel Self Service page will open.

4. Click the Employee Self Service link.

The screenshot shows a web browser window titled "Personnel Self Service Portal - Windows Internet Explorer provided by Seattle Police Department". The address bar shows "http://selfservice". The page content includes a header with the "Personnel Self Service" logo and a blue banner with the text "Personnel Self Service Portal" and "Welcome to the Personnel Self Service Portal".

The main content area is divided into several sections:

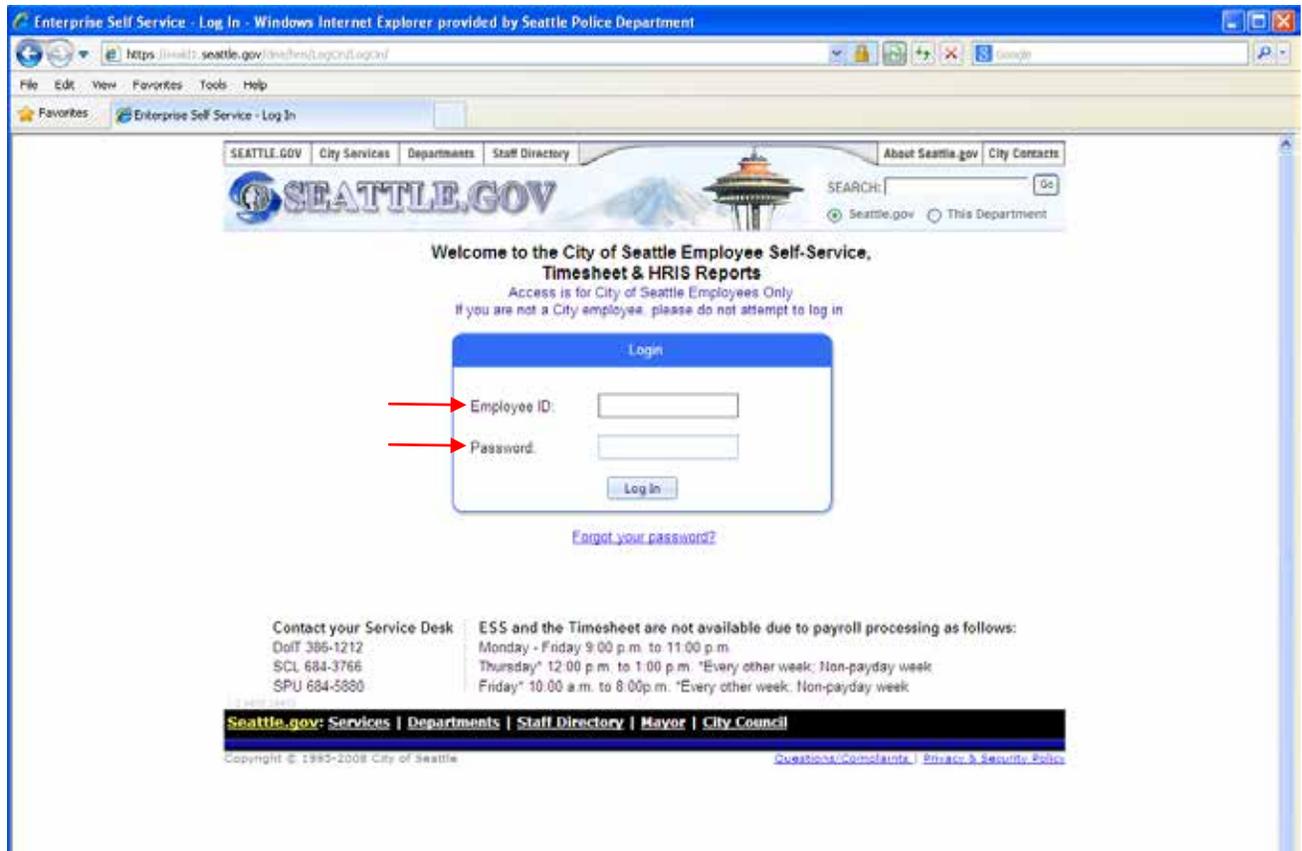
- Opportunity for Advancement:** To view openings posted internally only for City employees, please log into your account first, then view Openings.
- Personnel Policies & Rules:** Personnel rules and policies ...
- Employee Self Service:** ESS, Timesheet, Training & HRIS Reports. A red arrow points to this link.
- Employee Resources:**
 - [Benefits](#)
 - [Career Advancement](#)
 - [Compensation](#)
 - [Information Management & Temporary Compliance](#)
 - [Workers Compensation](#)
- More Employee Resources:**
 - [Benefits Information](#)
 - [End Your HR Representation](#)
 - [Labor Contracts](#)
 - [Salary Schedule](#)
- HR Manager Resources:**
 - [Employment Administration](#)
 - [Employment Verification Service](#)
 - [HR Reference Guide](#)
 - [Temporary Employment](#)
- 2012 Holiday Schedule:**

New Year's Day Observed	Jan 2
Martin Luther King Jr Birthday	Jan 16
President's Day	Feb 20
Memorial Day	May 28
Independence Day	Jul 4
Labor Day	Sep 3
Veteran's Day	Nov 12
Thanksgiving Day	Nov 22
Day After Thanksgiving	Nov 23
Christmas Day	Dec 25

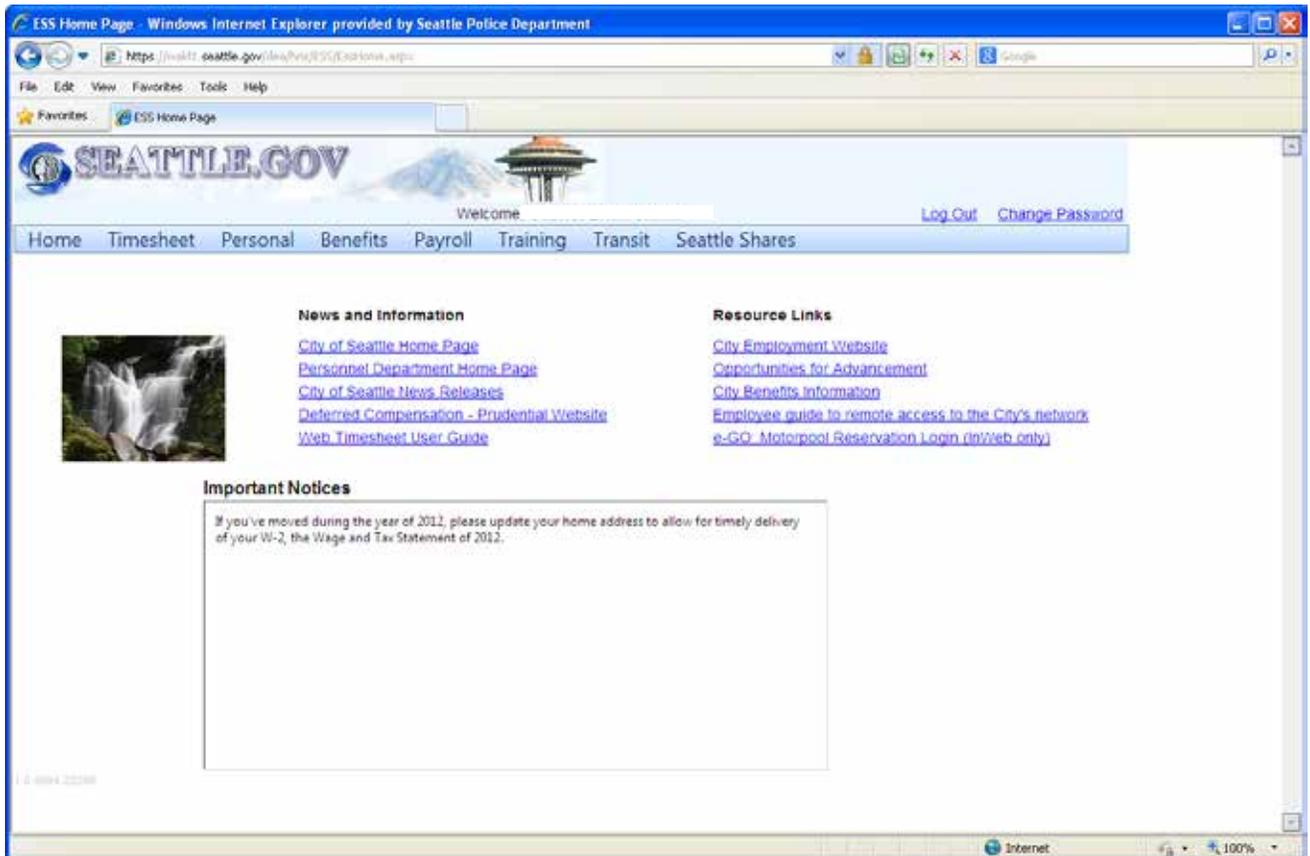
At the bottom of the page, there is a footer with "Personnel Department" and "© 2012 City of Seattle - Personnel Department" on the left, and the "City of Seattle" logo on the right.

5. The City of Seattle Employee Self-Service, Timesheet & HRIS Reports window will open.
6. Login to the system by entering your City Employee ID Number and Password in the login window.
7. Click on the “Log In” button or press “enter” on the keyboard.

Note: If you are unable to login, contact the DoIT service desk at the number listed on the web page.

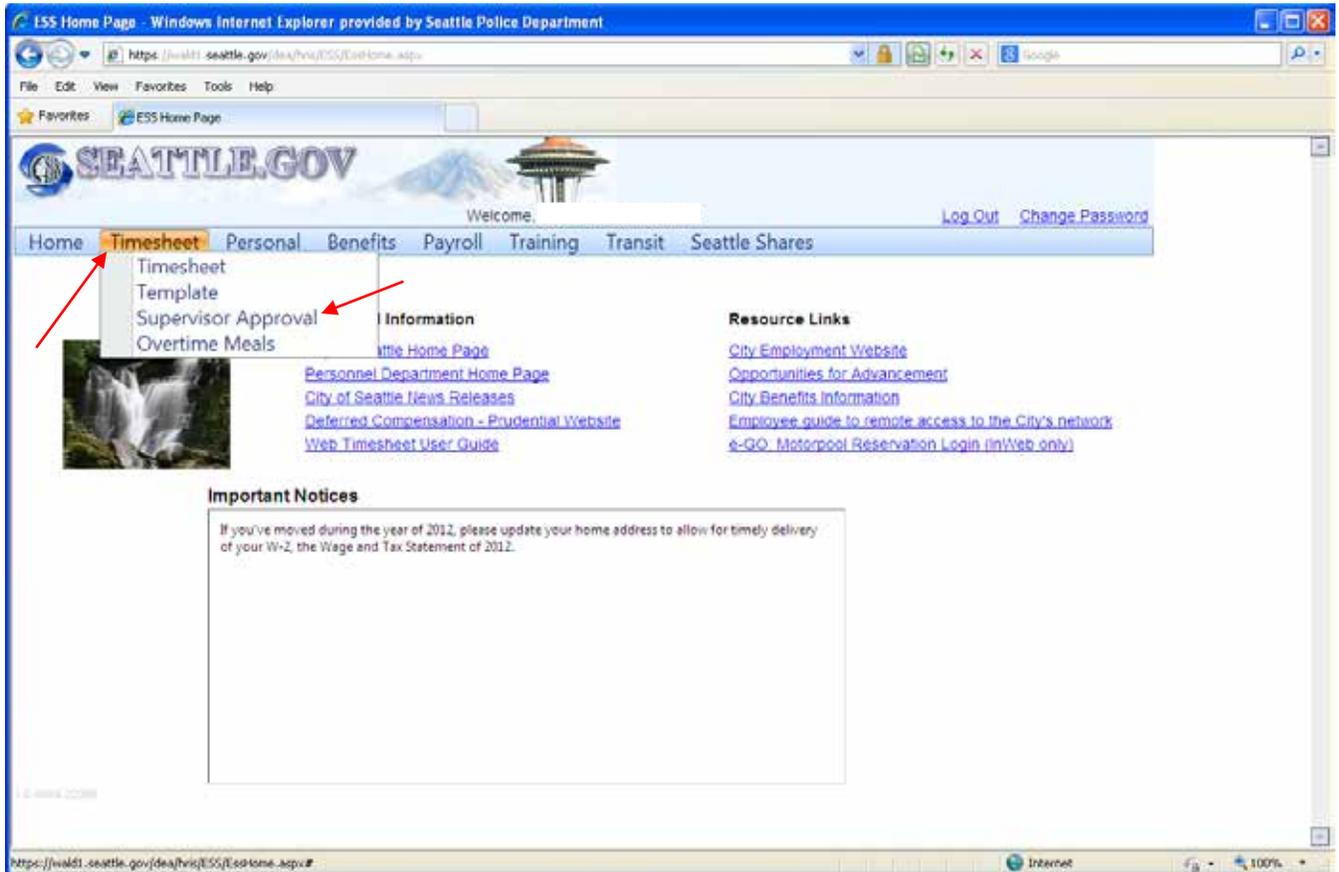


8. The **Electronic Self-Service (ESS) Home Page** will open.



Section 2.05–Accessing the Timesheets

1. From the **Electronic Self-Service (ESS) Home Page**, click the “Timesheet” heading on the toolbar area and a “Timesheet” drop down menu will open.
2. Click the “Supervisor Approval” heading.



4. To access your timesheet click on your employee ID under the “Go to Supervisor’s Timesheet” heading.

5. To access an employee’s timesheet, click on their employee ID number located under the “Employee ID” column heading.

Timesheet Approval - Windows Internet Explorer provided by Seattle Police Department

http://seattle.gov/leg/TimeSheet/TimeApproval.aspx

SEATTLE.GOV

Welcome

Home Timesheet Personal Benefits Payroll Training Transit Seattle Shares

Log Out Change Password

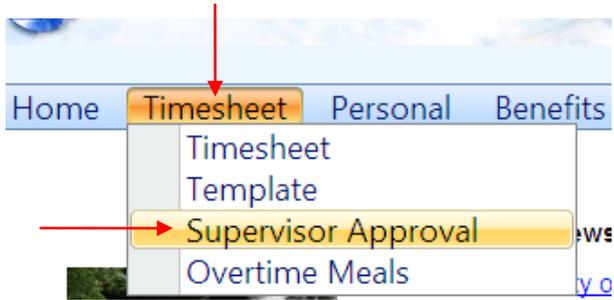
Supervisor Approval

You are authorized to approve timesheets for the employees listed below
This information is for the current pay period ending on: 12/04/2012

Go to Supervisor's Timesheet Primary Approval Retrieve All

Employee ID	Name	Org	Employee Type	Employee Approved	Supervisor Approved
22			H	No	Yes
30			H	No	No
30			H	No	Yes
30			H	No	Yes
30			H	No	Yes
22			H	No	Yes
22			H	No	Yes
30			H	No	Yes
30			H	No	Yes
30			H	No	Yes
22			H	No	Yes
22			H	No	Yes
22			H	No	Yes
22			H	No	Yes
22			H	No	Yes
30			H	No	Yes
30			H	No	Yes
30			H	No	Yes

3. Once finished working on that opened timesheet, click the “Save Timesheet” button.
4. To open another timesheet from the currently displayed timesheet screen:
 - Click the “Timesheet” heading in the toolbar area
 - Click the “Supervisor Approval” heading in the drop down menu.



- The **Supervisor Approval** screen will open allowing you to select another timesheet.

5. Alternatively, you can navigate to other timesheets from the currently displayed timesheet, after it is saved, by doing the following:

- Click on the drop down arrow located to the right of the displayed employee's name in the light blue approval/submittal box.

The screenshot displays the Seattle Police Department's Timesheet application. The browser window title is "Timesheet - Windows Internet Explorer provided by Seattle Police Department". The URL is "https://wa02.seattle.gov/hrs/hrs/Timesheet/Timesheet.aspx". The page features a navigation menu with "Home", "Timesheet", "Personal", "Benefits", "Payroll", "Training", "Transit", and "Seattle Shares".

Employee information includes:
Employee ID: [Redacted] Job Code: 96775-Pol Ofcr-Patrl
Low Org: [Redacted] Bargaining Unit: [Redacted]
Comp Rate: [Redacted] Flex-Schedule: No
FLSA: Non-Exempt Hired: [Redacted] Pay Period End: 12/18/2012

A table shows YTD Description, Available, and Max values:
Vacation Hours: Available [Redacted], Max 240
Sick Leave Hours (Regular): Available [Redacted], Max [Redacted]
Floating Holiday: Available [Redacted], Max [Redacted]

The timesheet grid shows hours worked for each day of the week. The total hours for the week are 36.00.

Buttons at the bottom include "Add Line", "Download Template", "Show/Hide Description", and "Save Timesheet".

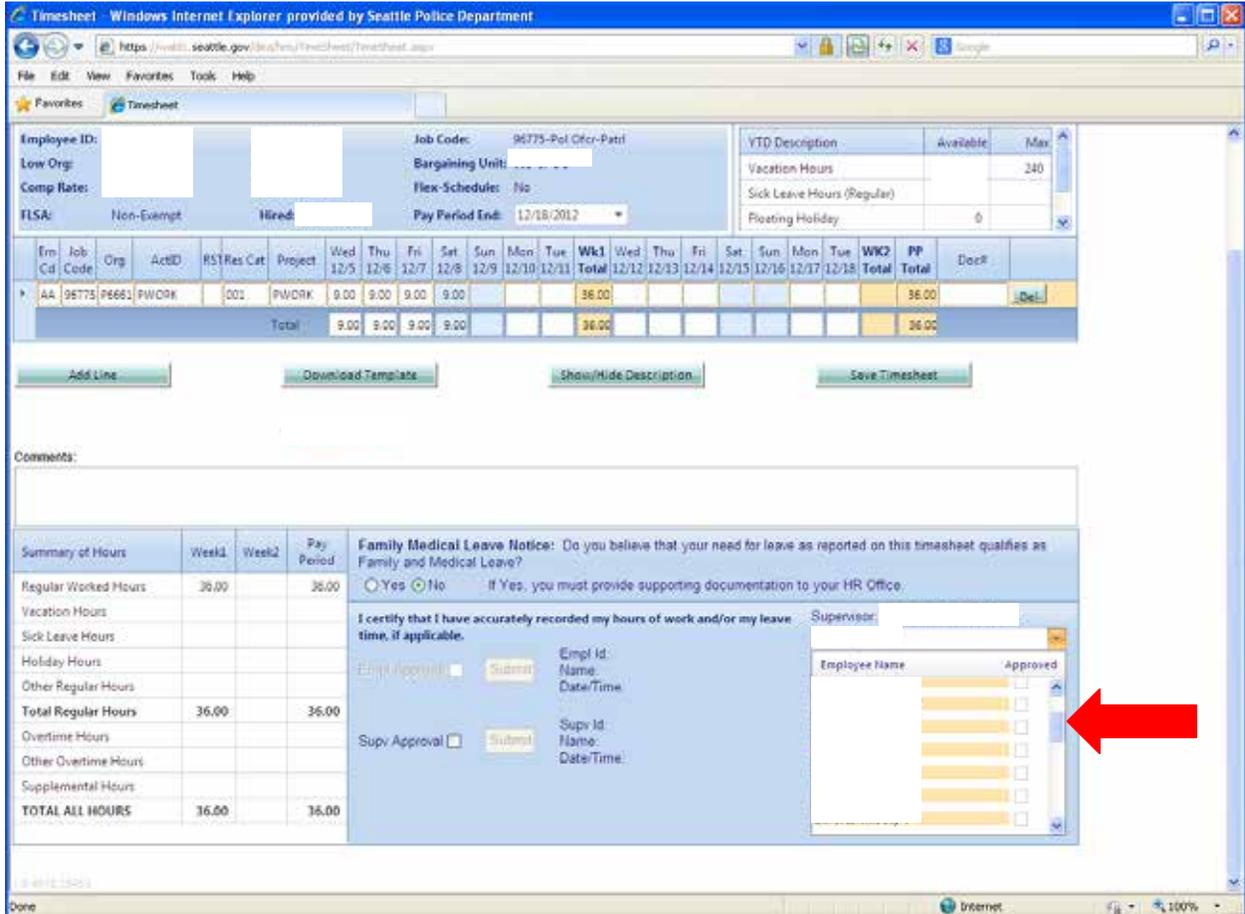
The "Comments" section is empty.

The "Summary of Hours" table shows:
Regular Worked Hours: 36.00
Vacation Hours: [Redacted]
Sick Leave Hours: [Redacted]
Holiday Hours: [Redacted]
Other Regular Hours: [Redacted]
Total Regular Hours: 36.00
Overtime Hours: [Redacted]

The "Family Medical Leave Notice" section asks: "Do you believe that your need for leave as reported on this timesheet qualifies as Family and Medical Leave?" with radio buttons for "Yes" and "No". It also includes a certification statement: "I certify that I have accurately recorded my hours of work and/or my leave time, if applicable." and a "Supervisor" dropdown menu. A red arrow points to the dropdown arrow on the Supervisor field.

At the bottom, there are fields for "Emp Approval" and "Supr Approval", each with a "Submit" button and fields for "Empl Id", "Name", "Date/Time" and "Supr Id", "Name", "Date/Time".

- A drop down menu will open listing all of your employees' timesheets.



- Scroll through this list and click on the name of the employee to open their timesheet.
6. Once finished working on that opened timesheet, click the "Save Timesheet" button.
 7. Repeat either listed method to access additional timesheets.

2.06.10 – Entering Regular Work Hours

1. To enter **regular pay** hours (“AA” Earn Code), skip over the three pre-filled fields, as the Job Code and Org fields list the employee’s current pay classification and unit number, and do the following:

- Enter the ActID by clicking on its text field. Enter “PWORK.”
- Skip over the RST code as it is used for overtime purposes.
- Enter the Res Cat by clicking on its text field. Enter “001” for regular labor hours.
- Enter the Project code by clicking on its text field. Enter “PWORK.”
- Enter the number of regular pay hours the employee logged in the corresponding day/date text column.
- Click the “Save Timesheet” button once completed.

Tips:

- § Leave the employee’s regular furlough days blank in the corresponding day/date fields. (In the example below, the employee’s furloughs were on 12/7& 12/8 and 12/13&12/14)
- § To navigate through each text field either click on it or use the “tab” key.
- § The **ActID** and **Project ID** fields **must** be completed on each time entry line.

Example of a Regular Pay (“AA” Earn Code) Time Entry Line

Em Cd	Job Code	Org	ActID	RST	Res Cat	Project	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wk1 Total	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	WK2 Total	PP Total	Dec#		
#	AA	96785	P6661	PWORK		001	PWORK	9.00	9.00			9.00	9.00	9.00	45.00	9.00			9.00	9.00	9.00	9.00	45.00	90.00		Del

2.06.11 – Entering Paid and Unpaid Leave Hours

1. To enter time for **any type of leave** hours used, e.g. sick, holiday, vacation, military leave, leave of absence, compensatory time, etc., **except** for delayed furlough, do the following:

- Click the “Add Line” button on the Timesheet screen.

Note: The new time entry line will be added below the last time entry line. The Earn Code, Job Code and Org fields will be pre-filled.

- Change the type of Earn Code by clicking on its text field and entering or searching for the correct type of leave code. For example vacation is “VA;” holiday is “KA.”
- Skip over the Job Code and Org as this is pre-filled with the employee’s current job classification and unit number.
- Enter the ActID by clicking on its text field. Enter “PWORK.”
- Skip over the RST code as it is used for overtime purposes.
- Enter the Res Cat by clicking on its text field. Enter “001” for regular labor hours.
- Enter the Project code by clicking on its text field. Enter “PWORK”
- Enter the total number of leave hours the employee used in the corresponding day/date text column.
- Click the “Save Timesheet” button once completed.

Reminders:

- § Leave used in conjunction with Family Medical Leave (FML) will be recorded using the FML codes, such as “92” for Emp S/L-FML (pay)
- § Use of certain leave time requires additional documentation, such as release time, funeral leave, etc.
- § The total leave hours with or without regular hours entered in each day should equal the normal shift hours of the employee.

Example of a Time Entry Line with Regular Pay (AA), Vacation (VA) and Holiday (KA) Hours

Em Cd	Job Code	Org	ActID	RST Res Cat	Project	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wk1 Total	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wk2 Total	PP Total	Doc#	
*	AA	96785	P6661	PWORK	001	PWORK	9.00	9.00	9.00			9.00	36.00	9.00					9.00	9.00	27.00	63.00		Del
*	VA	96785	P6661	PWORK	001	PWORK			9.00				9.00									9.00		Del
*	KA	96785	P6661	PWORK	001	PWORK									9.00	9.00					18.00	18.00		Del
Total						9.00	9.00	9.00	9.00			9.00	45.00	9.00	9.00	9.00			9.00	9.00	45.00	90.00		

2. The use of **delayed furlough** time does not require a timesheet entry line. To record the use of delayed furlough time, do the following:

- Record the date and hours of delayed furlough used in the “Comments” field on the timesheet.
 - For example, for nine hours used on January 3, 2013 type in “9 hrs delayed furlough on 01/03/13.”
- If the employee has a combination of delayed furlough hours with leave time or regular hours worked, only record the leave time hours or regular hours worked on the timesheet.
 - The timekeeping system will automatically adjust for the missing hours by deducting the necessary hours from the employee’s delayed furlough balance.

2.06.12 – Entering Overtime Hours

1. To enter **overtime hours** complete the following:

- Click the “Add Line” button on the Timesheet screen.

Note: The new time entry line will be added below the last time entry line. The Earn Code, Job Code and Org fields will be auto-filled.

- Change the type of Earn Code by clicking on its text field and entering or searching for the correct overtime code. For example “TB” equals Overtime pay 1.5 factor, “EB” equals comp time earned 1.5 factor.
- Skip over the Job Code and Org as this is pre-filled with the employee’s current job classification and unit number.
- Enter the ActID by clicking on its text field. Enter “PWORK.”
- Enter the correct RST code by clicking on its text field and entering or searching for the correct RST code. For example “DO” equals day off, “SE” equals shift extension
- Enter the Res Cat by clicking on its text field and entering or searching for the correct Res Cat overtime reason code. For example “110” equals court, municipal; “612JR” equals inv/arr-theft-report
- Enter the Project code by clicking on its text field and entering or searching for the correct project code or project number, if applicable. For example “PWORK” equals regular duties, “PCOURT” equals court overtime
- Enter the number of overtime hours the employee logged in the corresponding day/date text column.
- In the “Comments” field, on the Timesheet screen, enter the reason for the overtime along with the applicable case number and/or project number.
- Click the “Save Timesheet” button once completed.

Note: If the overtime was earned in a previous pay period, **do not enter** that time in the current pay period timesheet. Instead forward the overtime slip to Payroll for entry.

Example of a Time Entry Line with Overtime (TB) Hours and “Comments” field entry

Ern Cd	Job Code	Org	ActID	RST	Res Cat	Project	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wk1 Total	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wk2 Total	PP Total	Doc#		
P	AA	96785	P6661	PWORK	001	PWORK	9.00	9.00	9.00				9.00	36.00	9.00					9.00	9.00	27.00	63.00			.Del
P	VA	96785	P6661	PWORK	001	PWORK				9.00				9.00									9.00			.Del
P	KA	96785	P6661	PWORK	001	PWORK									9.00	9.00						18.00	18.00			.Del
P	TB	96785	P6661	PWORK	611B	PWORK														2.00	2.00	2.00				.Del
Total:							9.00	9.00	9.00	9.00			9.00	45.00	9.00	9.00	9.00			9.00	11.00	47.00	92.00			

Comments:

OT Worked on 12/18 12-123456

Section 2.06.13 – Entering Out-of-Class Hours

1. To enter **out-of-class hours** complete the following:

- Click the “Add Line” button on the Timesheet screen.

Note: The new time entry line will be added below the last time entry line. The Earn Code, Job Code and Org fields will be auto-filled.

- Change the type of Earn Code by clicking on its text field and entering or searching for the correct type of out-of-class code. For example: out-of-class regular work is “CA,” out-of-class overtime is “GB”
- Change the Job Code by double clicking in its text field to search the available out-of-class job codes available to that employee.

Note: If the job code needed is not present, contact Payroll for assistance.

- Skip over the Org field.
- Enter the ActID by clicking on its text field. Enter “PWORK.”
- Skip over the RST code unless the out-of-class pay is for overtime.
- Enter the Res Cat by clicking on its text field. Enter “001” for regular labor hours or the appropriate code if the out-of class-pay is for overtime.
- Enter the Project code by clicking on its text field. Enter “PWORK” or the appropriate code if the pay is for overtime.
- Enter the number of out-of-class labor hours the employee logged in the corresponding day/date text field.
- Click the “Save Timesheet” button once completed.

Example of a Time Entry Line with regular Out-of-Class (CA) Hours

Em Cd	Job Code	Org	ActID	RST	Res Cat	Project	Wed 1/2	Thu 1/3	Fri 1/4	Sat 1/5	Sun 1/6	Mon 1/7	Tue 1/8	Wk1 Total	Wed 1/9	Thu 1/10	Fri 1/11	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wk2 Total	PP Total	Doc#		
AA	96775	P6661	PWORK		001	PWORK																			Del	
VA	96775	P6661	PWORK		001	PWORK																				Del
KA	96775	P6661	PWORK		001	PWORK																				Del
CA	96785	P6661	PWORK		001	PWORK	9.00							9.00									9.00			Del
Total							9.00							9.00									9.00			

5. You can now enter multiple time entry lines by clicking the “Add Line” button or edit any existing time entry line by clicking in any of its text fields.

SEATTLE.GOV

Welcome [Name]

Log Out Change Password

Home **Timesheet** Personal Benefits Payroll Training Transit Seattle Shares

Name: [Text] Bargaining Unit: [Text]
 Employee ID: [Text] FLSA: Non-Exempt
 Job Code: 96775-Pol Ofcr-Patrl Comp Rate: [Text]
 Low Org: [Text] FT/PT: Full-Time FT
 Low Org Name: [Text] Flex-Schedule: No

Em Cd	Job Code	Org	ActID	RS	Res Cat	Project	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wk1 Total	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wk2 Total	PP Total	Doc#		
AA	96775	P6661	PWORK		001	PWORK																			Del	
KA	96775	P6661	PWORK		001	PWORK																				Del
VA	96775	P6661	PWORK		001	PWORK																				Del
SA	96775	P6661	PWORK		001	PWORK																				Del
SB	96775	P6661	PWORK		001	PWORK																				Del
Total																										

Add Line Show/Hide Description Save template

6. Once you have completed adding or editing time entry lines, click the “Save Template” button and a “Template is saved!” message will appear. The template is now saved and associated with your timesheet or your employee’s timesheet.

SEATTLE.GOV

Welcome [Name]

Log Out Change Password

Home **Timesheet** Personal Benefits Payroll Training Transit Seattle Shares

Name: [Text] Bargaining Unit: [Text]
 Employee ID: [Text] FLSA: Non-Exempt
 Job Code: 96775-Pol Ofcr-Patrl Comp Rate: [Text]
 Low Org: [Text] FT/PT: Full-Time FT
 Low Org Name: [Text] Flex-Schedule: No

Em Cd	Job Code	Org	ActID	RS	Res Cat	Project	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wk1 Total	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wk2 Total	PP Total	Doc#			
AA	96775	P6661	PWORK		001	PWORK																				Del	
KA	96775	P6661	PWORK		001	PWORK																					Del
VA	96775	P6661	PWORK		001	PWORK																					Del
SA	96775	P6661	PWORK		001	PWORK																					Del
SB	96775	P6661	PWORK		001	PWORK																					Del
LB	96775	P6661	PWORK		001	PWORK																					Del
Total																											

Add Line Show/Hide Description Save template

Template is saved!

2. The saved template will be downloaded into the timesheet.

Timesheet - Windows Internet Explorer provided by Seattle Police Department

https://web11.seattle.gov/hrs/hrs/Timesheet/Timesheet.asp

File Edit View Favorites Tools Help

Timesheet

FLSA: Non-Exempt Hired Pay Period End: 12/18/2012

pick leave hours (regular) Floating Holiday 0

Em Cd	Job Code	Org	ActID	RS	Res Cat	Project	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wk1 Total	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wk2 Total	PP Total	Doc#	
AA	96785	P6661																							.Del.
AA	96785	P6661	PWORK		001	PWORK	9.00	9.00			9.00	9.00	9.00	45.00	9.00				9.00	9.00	9.00	9.00	45.00	90.00	.Del.
AB	96785	P6661	PWORK		001	PWORK																			.Del.
KA	96785	P6661	PWORK		001	PWORK																			.Del.
VA	96785	P6661	PWORK		001	PWORK																			.Del.
SA	96785	P6661	PWORK		001	PWORK																			.Del.
TB	96785	P6661	PWORK		001	PWORK																			.Del.
Total							9.00	9.00			9.00	9.00	9.00	45.00	9.00				9.00	9.00	9.00	9.00	45.00	90.00	

Add Line Download Template Show/Hide Description Save Timesheet

Comments:

Summary of Hours	Week1	Week2	Pay Period
Regular Worked Hours	45.00	45.00	90.00
Vacation Hours			
Sick Leave Hours			
Holiday Hours			
Other Regular Hours			
Total Regular Hours	45.00	45.00	90.00
Overtime Hours			
Other Overtime Hours			
Supplemental Hours			
TOTAL ALL HOURS	45.00	45.00	90.00

Family Medical Leave Notice: Do you believe that your need for leave as reported on this timesheet qualifies as Family and Medical Leave?
 Yes No If Yes, you must provide supporting documentation to your HR Office.

I certify that I have accurately recorded my hours of work and/or my leave time, if applicable. Supervisor:
 Employee Approval List

Empl Approval Submit Empl Id:
 Name:
 Date/Time:

Supr Approval Submit Supr Id:
 Name:
 Date/Time:

3. You can now enter the daily hours logged and/or add or edit any time entry lines.

4. Click the “Save Timesheet” button once completed.

Section 2.09–Approving Timesheets

1. Access the timesheet(s) via the **Supervisor Approval** screen. This screen displays which timesheets need approval under the “Supervisor Approved” heading. (See [Section 2.05–Accessing the Timesheets](#) and [2.05.10-Navigating between Timesheets](#))

Image of **Supervisor Approval** Screen

Employee ID	Name	Org	Employee Type	Employee Approved	Supervisor Approved
301			H	No	Yes
301			H	No	No
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes
301			H	No	Yes

2. Open your timesheet or the employee’s timesheet by clicking on the blue highlighted employee ID number.
3. Verify that all entries on the timesheet are correct and that the total hours logged for yourself or the employee is correct.

4. To approve the timesheet do the following:

- Click the “Empl Approval” box to approve your timesheet.
- Click the “Supv Approval” box to approve your employee’s timesheets.

The screenshot displays a web browser window titled "Timesheet - Windows Internet Explorer provided by Seattle Police Department". The address bar shows the URL "https://wv01.seattle.gov/external/Timesheet/Timesheet.aspx". The interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a Favorites bar with "Timesheet" listed. The main content area features a grid for recording hours, with columns for days of the week and rows for different employees (AA, LB, KA, VA, SA, AA). The grid shows hours worked for each day, with a "Total" row at the bottom. Below the grid are buttons for "Add Line", "Download Template", "Show/Hide Description", and "Save Timesheet". A "Comments:" section is located below the buttons. The bottom section contains a "Summary of Hours" table and a "Family Medical Leave Notice" form. The "Summary of Hours" table has columns for "Week1", "Week2", and "Pay Period". The "Family Medical Leave Notice" form includes a question: "Do you believe that your need for leave as reported on this timesheet qualifies as Family and Medical Leave?" with "Yes" and "No" radio buttons. Below this is a certification statement: "I certify that I have accurately recorded my hours of work and/or my leave time, if applicable." and a "Supervisor" dropdown menu. There are two checkboxes: "Empl Approval" and "Supv Approval", each with a "Submit" button. A red arrow points to the "Supv Approval" checkbox.

Em Cl	Job Code	Org	ActID	RST/Res Cat	Project	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wk1 Total	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wk2 Total	PP Total	Doc#	
AA	96775	P6661	PWORK	001	PWORK	9.00		9.00					18.00		9.00	9.00					18.00	36.00	.Del.	
LB	96775	P6661	PWORK	001	PWORK		9.00	9.00					18.00									18.00		.Del.
KA	96775	P6661	PWORK	001	PWORK							9.00	9.00	9.00								9.00	18.00	.Del.
VA	96775	P6661	PWORK	001	PWORK															9.00	9.00	18.00	18.00	.Del.
SA	96775	P6661	PWORK	001	PWORK																	18.00	18.00	.Del.
AA	96775	P6661																				18.00	18.00	.Del.
Total						9.00	9.00	9.00	9.00			9.00	45.00	9.00	9.00	9.00				9.00	9.00	45.00	90.00	

Summary of Hours	Week1	Week2	Pay Period
Regular Worked Hours	18.00	18.00	36.00
Vacation Hours	9.00	9.00	18.00
Sick Leave Hours		18.00	18.00
Holiday Hours			
Other Regular Hours	18.00		18.00
Total Regular Hours	45.00	45.00	90.00
Overtime Hours			
Other Overtime Hours			
Supplemental Hours			
TOTAL ALL HOURS	45.00	45.00	90.00

- If there are potential issues regarding time entry, the system will display a warning notification on the timesheet just below the main timesheet toolbar.
- Once the warning notification is addressed, if necessary, click the enabled "Submit" button.

Timesheet - Windows Internet Explorer provided by Seattle Police Department

https://seattle.gov/osa/hrv/Timesheet/Timesheet.aspx

File Edit View Favorites Tools Help

Low Org: [] Bargaining Unit: []
 Comp Rate: [] Flex-Schedule: []
 FLSA: Non-Exempt Hired: [] Pay Period End: 12/18/2012

Em Cd	Job Code	Org	ActD	RS/Res Cat	Project	Wed 12/5	Thu 12/6	Fri 12/7	Sat 12/8	Sun 12/9	Mon 12/10	Tue 12/11	Wk1 Total	Wed 12/12	Thu 12/13	Fri 12/14	Sat 12/15	Sun 12/16	Mon 12/17	Tue 12/18	Wk2 Total	PP Total	Doc#	
*	AA	96775	P6661	PWORK	001	PWORK	9.00	9.00	9.00	9.00			36.00		9.00						9.00	45.00		[.Del]
*	LB	96775	P6661	PWORK	001	PWORK						9.00	9.00	9.00							9.00	18.00		[.Del]
*	VA	96775	P6661	PWORK	001	PWORK										8.00					8.00	9.00		[.Del]
*	SA	96775	P6661	PWORK	001	PWORK													9.00	9.00	18.00	18.00		[.Del]
Total						9.00	9.00	9.00	9.00			9.00	45.00	9.00	9.00	9.00			9.00	9.00	45.00	90.00		

Add Line Download Template Show/Hide Description Save Timesheet

Warning: Regular Hours entered are greater than 80 hours.

Comments:

Summary of Hours	Week1	Week2	Pay Period
Regular Worked Hours	26.00	9.00	45.00
Vacation Hours		9.00	9.00
Sick Leave Hours		18.00	18.00
Holiday Hours			
Other Regular Hours	9.00	9.00	18.00
Total Regular Hours	45.00	45.00	90.00
Overtime Hours			
Other Overtime Hours			
Supplemental Hours			
TOTAL ALL HOURS	45.00	45.00	90.00

Family Medical Leave Notice: Do you believe that your need for leave as reported on this timesheet qualifies as Family and Medical Leave?
 Yes No If Yes, you must provide supporting documentation to your HR Office.

I certify that I have accurately recorded my hours of work and/or my leave time, if applicable. Supervisor: []

Emp Id: []
 Name: []
 Date/Time: []

Supv Approval Submit
 Supv Id: []
 Name: []
 Date/Time: []

Done Internet 100%

7. A message of “Timesheet has been submitted” will appear on the timesheet and it will display your name as the person who submitted the timesheet.

The screenshot displays a web browser window titled "Timesheet - Windows Internet Explorer provided by Seattle Police Department". The address bar shows the URL "https://portal.seattle.gov/hrs/hrs/TimeSheet.aspx". The page contains several sections:

- Employee Information:** Employee ID, Job Code (96775-Pol Ofcr-Petrl), Bargaining Unit, Comp Rate, Full-Time FT, Flex-Schedule (No), FLSA (Non-Exempt), Hired, and Pay Period End (12/18/2012).
- YTD Description Table:**

YTD Description	Available	Max
Vacation Hours		240
Sick Leave Hours (Regular)		
Floating Holiday	0	
- Hours Grid:** A table with columns for days of the week (Wed 12/5 to Tue 12/18) and rows for job codes AA, LB, VA, SA. Totals are shown at the bottom of the grid.
- Buttons:** Add Line, Download Template, Show/Hide Description, Save Timesheet.
- Comments:** A red arrow points to the text "Timesheet has been submitted".
- Summary of Hours:**

Summary of Hours	Week1	Week2	Pay Period
Regular Worked Hours	36.00	9.00	45.00
Vacation Hours		9.00	9.00
Sick Leave Hours		18.00	18.00
Holiday Hours			
Other Regular Hours	9.00	9.00	18.00
Total Regular Hours	45.00	45.00	90.00
Overtime Hours			
Other Overtime Hours			
Supplemental Hours			
TOTAL ALL HOURS	45.00	45.00	90.00
- Family Medical Leave Notice:** A section with radio buttons for "Yes" and "No", and a "Submit" button.
- Supervisor Approval:** A section with a "Submit" button and a red arrow pointing to it. It includes fields for Empl ID, Name, Date/Time, and Supy ID.

8. You can now navigate to other timesheets needing approval and submittal or exit out of the system.