

ATTENDANCE REPORTING – RANK AND FILE BU 8 FIRE SUPPRESSION EMPLOYEES

1118

(No.169 July 2014)

[CalHR Rule 599.736](#) and the [SAM Section 8539](#) require all State agencies to maintain complete records of attendance and absences for each employee during each pay period.

Rank and file employees in BU 8 listed in Sections 8.1, 8.2, and 8.3 of the BU 8 MOU, are required to complete his or her timesheets electronically by utilizing the Electronic Payroll Application (ePay) timesheet for each 28-day work period.

Specific information regarding completion of this timesheet can be found on the CAL FIRE Intranet in the ePay User Guide at:

http://calfireweb/applications/epay/documents/epaynextgen_users_manual.pdf.

After the timesheet is completed electronically; the employee must save the timesheet in the ePay system. Each supervisor and manager responsible for the oversight of ePay employees is required to log into the ePay system once the employee completes his or her timesheet and electronically approve the timesheet. This second level of approval will then allow the assigned Personnel Specialist to issue pay to the employee for this Extended Duty Week Compensation (EDWC) and any unplanned overtime.

A copy of the timesheet shall be printed and signed by both the employee and the supervisor as soon as possible and submitted to the assigned Attendance Coordinator and/or Personnel Specialist.

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