



**TRAVIS COUNTY ESD #5
MANCHACA FIRE RESCUE
Department Directive**

D2017-005

Effective: 5/27/2017

Rescinds: NA

From: BC Poole

Supervisor Use of When to Work for Employee Timekeeping

Effective Saturday, May 27th, 2017 at midnight; the When to Work (W2W) schedule will be utilized as the primary timekeeping tool for the purposes of payroll calculations and leave adjustments. All supervisors (full time Drivers and Lieutenants), should currently have edit permissions in W2W so they may update staffing changes during their shift and truly reflect time worked by their crews.

To maintain consistency and better insure accuracy, the following color codes and rules will be utilized when editing W2W:

EXAMPLE:

Monday May-15 Eng 501	Tuesday May-16 Eng 501	Wednesday May-17 Eng 501	Thursday May-18 Eng 501	Friday May-19 Eng 501	Saturday May-20 Eng 501	Sunday May-21 Eng 501
12am - 8am A Eloy, Baeza - PTO A Carlos Braumueller - FF 1 TRD w/ Luna payback later date A Mike Harper - DPO PT Tyler Pankonien - FF 2 A Eric Pena - LT.	12am - 8am B Richard El Richani - FF 2 B Matt Luna - FF 1 B L J Padalecki - LT. B Kevin, Stahl - DPO 8am - 12am C John, Barlow - LT. C Ben Cook - Kelly PT Tyler Pankonien - FF 2 C Sam Porter - DPO C Alexander, Slivinske - FF 1	12am - 8am C John, Barlow - LT. C Ben Cook - Kelly PT Tyler Pankonien - FF 2 C Sam Porter - DPO C Alexander, Slivinske - FF 1 8am - 12am A Eloy, Baeza - Kelly Kelly day A Carlos Braumueller - PTO A Mike Harper - DPO B Matt Luna - FF 1 coverage for carlos PT Tyler Pankonien - FF 2 A Eric Pena - LT.	12am - 8am A Eloy, Baeza - Kelly A Carlos Braumueller - PTO A Mike Harper - DPO B Matt Luna - FF 1 coverage for carlos PT Tyler Pankonien - FF 2 A Eric Pena - LT. 8am - 12am B Richard El Richani - FF 2 B Matt Luna - FF 1 B L J Padalecki - LT. B Kevin, Stahl - DPO TRD w/ Porter payback from 05/13	12am - 8am B Richard El Richani - FF 2 B Matt Luna - FF 1 B L J Padalecki - LT. B Kevin, Stahl - DPO TRD w/ Porter payback from 05/13 8am - 12am C John, Barlow - PTO C Ben Cook - FF 2 C Sam Porter - LT. Acting OIC C Alexander, Slivinske - FF 1 TRD w/ Luna B Kevin, Stahl - DPO 8am - 12am A Eloy, Baeza - PTO A Carlos Braumueller - FF 1 A Mike Harper - DPO TRD payback w/ Padalecki Payback from 05/06 A Eric Pena - LT.	12am - 8am C John, Barlow - PTO C Ben Cook - FF 2 C Sam Porter - LT. Acting OIC C Alexander, Slivinske - FF 1 TRD w/ Luna B Kevin, Stahl - DPO 8am - 12am A Eloy, Baeza - PTO A Carlos Braumueller - FF 1 A Mike Harper - DPO TRD payback w/ Padalecki Payback from 05/06 A Eric Pena - LT.	12am - 8am A Eloy, Baeza - PTO A Carlos Braumueller - DPO A Mike Harper - DPO TRD w/ Padalecki Payback from 05/06 A Eric Pena - LT. 8am - 12am B Richard El Richani - FF 2 B Matt Luna - FF 1 B L J Padalecki - LT. B Kevin, Stahl - DPO
Station Event	Station Event	Station Event	Station Event	Station Event	Station Event	Station Event
9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24	8:45am - 1:15pm (Unassigned) BEC Aulin - Active Shooter Class for their employees	9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24	9:30am - 10am (Unassigned) LegalShield Optional Benefit to Employee Presentation	9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24		
9am - 11am (Unassigned) Capital Area Fire Chiefs Assn.	9:30am - 10am (Unassigned) LegalShield Optional Benefit to Employee Presentation		6:30pm - 7:30pm (Unassigned) The Estates of Shady Hollow Board meeting			
		7pm - 9pm (Unassigned) Homeowner's Assn. Mtg				

Color Codes:

A-Shift	RED
B-Shift	BLUE
C-Shift	GREEN
Part Time Personnel	TURQUOISE
Volunteers	ORANGE

Personnel on PTO	BLACK
Personnel on Kelly Day	FUCHSIA
Personnel on Extra Hours	MAROON
Personnel on Trade	LIME
Personnel on Department Leave for Training	GOLD
All Station Events	PURPLE
Start and End of Pay Period	SALMON

When a **regularly assigned member is off duty**, they should be left on the schedule but their Category changed to reflect their status (i.e. PTO, Kelly, Training, etc.).

If a member is **working a trade**, the normally on-duty member should be left on the schedule. Add notes in the Description field about who is working the trade and if it is first half or second half of a trade. Remember that the member that is normally on duty is the person actually being paid during a trade.

Any member that is stepping up in a **higher-class** position will need their Category changed to reflect the position they are working that shift so their pay rate will be accurate.

If a **part-time member is working**, they should be added to the schedule via the Add Shifts feature. Add the PT member to the ENG501 shift and indicate the actual position they are working in the Category field (FF1, FF2, Driver, etc.).

If a **volunteer is working a shift**, they should be added to the schedule via the Add Shifts feature. Add the volunteer member to the ENG501 shift and list them as volunteer in the Category field.

Remember that to make changes for a member for the full shift, there are two entrees to be made. **Each shift is divided into an 8am-12am and a 12am-8am portion** for timekeeping purposes.

If a member utilizes a **partial shift of leave** or there are other mid-shift changes in staffing, edits and adds will need to be made to show the actual times worked and actual leave. An example is shown below:

Eng 501	
12am - 8am	A Eloy, Baeza - FF 2 A Carlos Braumueller - FF 1 A Mike Harper - DPO A Eric Pena - LT.
8am - 12am	B Richard El Richani - FF 2 B LJ Padalecki - LT. B Kevin, Stahl - DPO Trade w/ Pena
8am - 4pm	B Matt Luna - FF 1
4pm - 8pm	B Matt Luna - PTO PT Tyler Pankonien - FF 1
8pm - 12am	B Matt Luna - FF 1

In this example, FF Luna leaves his regular shift at 4pm on PTO but returns at 8pm and stays for the rest of the shift. His time for his regular listing on the schedule is adjusted to show him on duty from 0800-1600. A shift is added in W2W to show him on PTO from 1600-2000. Another shift is added to show that PT FF Pankonien came in to cover from 1600-2000. Finally, another shift was added to show FF Luna returning at 2000-0000.

It will be the **responsibility of the person in charge** to ensure that all time is reflected properly in W2W before the end of the shift. Payroll will be based on timekeeping as recorded in W2W. **If errors occur in timekeeping**, corrections may not occur until the close of the next payroll cycle. Any errors should be communicated in writing (email is acceptable) to the Lieutenant of the affected shift and to Accounting. The paper timesheet will remain available on the department web site but only as a backup in the event of a technology failure with W2W.

Any questions regarding scheduling issues should be directed to your chain of command. Questions on the mechanics of navigating W2W can be referred to Lt. Padalecki or Chief Poole. Specific issues regarding proper staffing procedures may be referred to Chief Poole or Chief Barron.