	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Directive	D2019-002
		Effective: 1/3/2019
	Proper Timekeeping Coding and Color Coding for When to Work	Rescinds: NA From: BC Poole

In May of 2017, a directive was issued regarding the use of When to Work as our official timekeeping tool and the importance of properly coding and coloring of the entries made in When to Work to ensure that personnel are properly accredited leave and paid from the appropriate number of hours worked. Below is a re-issue of that directive. It is important to follow these guidelines (including color-coding) to ensure proper timekeeping.

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

EXAMPLE:

Monday May-15	Tuesday May-16	Wednesday May-17	Thursday May-18	Friday May-19	Saturday May-20	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. 8am - 12am B Richard El Richani - FF 2 B Matt Luna - FF 1 B L J Padalecki - LT. B Kevin, Stahl - DPO	Eng 501 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	Eng 501 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.	Eng 501 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	Eng 501 12am - 8am B Richard El Richani - FF 2 B Matt Luna - FF 1 B L J Padalecki - LT. C Sam Porter - LT. Acting OIC 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 TRD w/ Porter payback from 05/13 B Kevin, Stahl - DPO A Eric Pena - LT.	Eng 501 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 TRD w/ Porter payback from 05/13 B Kevin, Stahl - DPO A Eric Pena - LT.	Eng 501 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 9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24 9am - 11am (Unassigned) Capital Area Fire Chiefs Assn.	Station Event 8:45am - 1:15pm (Unassigned) BEO Austin - Active Shooter Class for their employees 9:30am - 10am (Unassigned) LegalShield Optional Benefit to Employee Presentation	Station Event 9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24 1pm - 2pm (Unassigned) LegalShield Optional Benefit to Employee Presentation 7pm - 9pm (Unassigned) Homeowner's Assn. Mtg	Station Event 9:30am - 10am (Unassigned) LegalShield Optional Benefit to Employee Presentation 6:30pm - 7:30pm (Unassigned) The Estates of Shady Hollow Board meeting	Station Event 9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24	Station Event 9am - 10am (Unassigned) Fitness Program @ FreeYourFitness24	Station Event

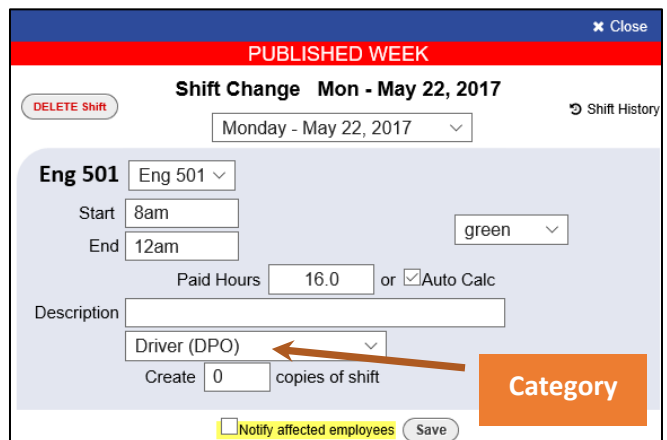
Color Codes:

A-Shift	RED	Personnel on PTO	BLACK
B-Shift	BLUE	Personnel on Kelly Day	FUCHSIA
C-Shift	GREEN	Personnel on Extra Hours	MAROON
Part Time Personnel	TURQUOISE	Personnel on Trade	LIME
Volunteers	ORANGE	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.

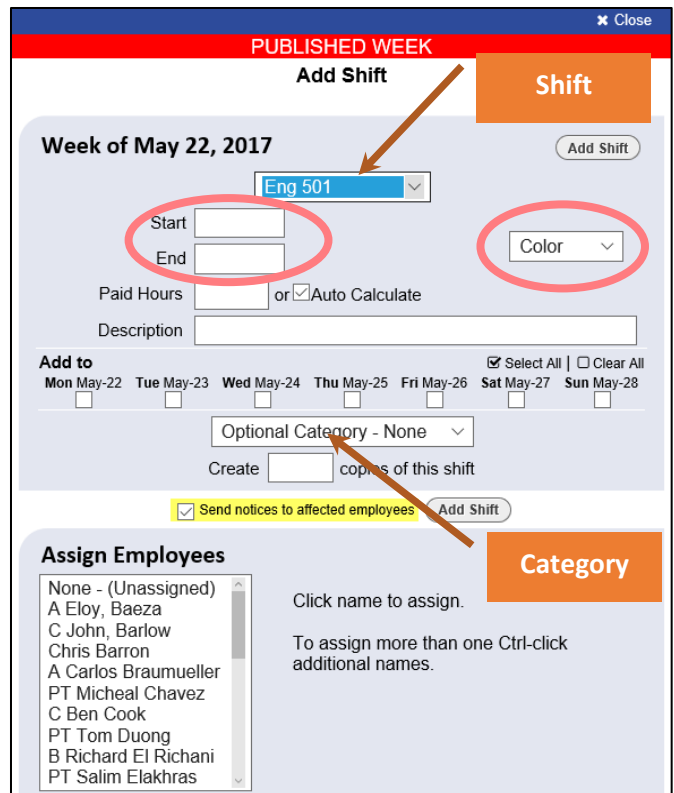


If a **part-time member is working**, they should be added to the schedule via the Add Shifts feature. Add the PT member to the ENG501 shift and indicate the actual position they are working in the Category field (FF1, FF2, Driver, etc.).

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 48-hour shift, there are three entrees to be made. **Each shift is divided into an 8am-12am, a 12am to 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.