

**MARIN COUNTY SHERIFF'S OFFICE  
GENERAL ORDER MANUAL**

**GENERAL ORDER  
GO 02-01  
Page 1 of 3**

**DATE  
2/15/89  
REV: 1/18/94**

---

**TIME SHEETS**

---

**POLICY**

Time sheets will be completed properly and timely in order to avoid unnecessary delay in processing for the payroll reporting system.

**INSTRUCTIONS FOR COMPLETING TIME SHEETS**

Each employee will be held responsible for accurately completing his or her time sheet in accordance with the following instructions.

Incomplete time sheets will **not** be accepted and consistent violations will result in disciplinary action.

The time sheet is designed for bi-weekly use and will be completed by the end of the workday.

Employee Name: Print or type last name first, first name, and initial.

Department:      161 - Communications  
                      321 - Administration Division  
                      322 - Patrol Division  
                      323 - Investigations Division  
                      324 - Civil Division  
                      325 - Court Operations  
                      327 - Task Force  
                      331 - Jail Division  
                      370 - OES

Job Classification: For example - Deputy, Sergeant, Lieutenant, Legal Process Specialist, Sheriff's Service Asst, etc.

Period Worked: Enter inclusive dates of pay period that the time sheet will reflect

Columns under TIME WORKED:

Day: Numbers correspond to date of entry.

In/Out/In/Out/In/Out: The time should be in the military 24-hour mode to the nearest five (5) minutes.

- a.     Column 1 (IN): The time your shift started.
- b.     Column 2 (OUT): The time leaving for lunch (9 hour shift) or the end of the shift (8 hour shift).
- c.     Column 3 (IN): The time you return from lunch (9 hour shift) or the time overtime begins (8 hour shift).
- d.     Column 4 (OUT): The time your shift or overtime ends.
- e.     Column 5 (IN):
- f.     Column 6 (OUT)] Optional time overtime begins and ends

For NON WORK days, one of the following symbols should replace time entries in Column 1:

- a. SDO - Sick Day Off
- b. CTO - Comp Time Off
- c. VTO - Vacation Time Off
- d. HDO - Holiday Off
- e. FH - Floating Holiday Off

f Shift Differential: If your classification receives shift differential pay, you should indicate the number of hours worked in the column below the shift number.

- a. For example: If you worked 8 hours on the third (swing) shift, you would put an 8 in Column 3.

Stand-by Hours: Indicate the number of hours on stand-by for pay, and submit an Overtime Form 3210-01.

Holiday Overtime: Indicate the number of hours worked on a holiday and submit Overtime Form 3210-01.

Regular Overtime: Indicate the number of hours worked in regular overtime and submit Overtime Form 3210-01. This must correspond with the times indicated in the IN/OUT column and for which pay is desired.

Compensatory Time: Indicate the number of hours worked in regular overtime. This must correspond with the times indicated in the IN/OUT column for which compensatory time is desired. Overtime Form 3210-01 must be completed.

#### Column under TIME OFF

All entries in these five columns must coincide with time entries indicated in the IN/OUT column.

- a. Comp: Indicate the number of hours of compensatory time taken off.
- b. Vac: Indicate the number of hours of vacation time taken off.
- c. Sick: Indicate the number of hours of sick time taken off.
- d. F/H: Indicate the number of hours of Floating holiday time taken off.
- e. W/O Pay: Indicate the number of hours worked without pay or hours of Administrative leave taken off.

Totals: The last 12 columns have a space at the bottom for totaling the entries in each column.

Employee Signature: Each employee will sign here certifying that the time sheet has been accurately completed.

#### RELATED STANDARDS

Marin County Code  
Marin County Merit System

#### AFFECTED DIVISIONS:

All

#### DATE OF REVISIONS:

2/17/89  
1/18/94  
02/04/02 (replaced General Order 89-16)

**By Order of :**

ROBERT T. DOYLE  
SHERIFF