

SECTION 704: INSTRUCTIONS FOR COMPLETING ORGANIZATIONAL TIME SHEET,
STATE ACCOUNTING FORM D-56

1. Purpose.

- (a) To provide a group time sheet, as opposed to individual time sheets, for all employees whose time is kept by time keepers or clerks assigned by a department. Employees whose time is usually reported on SAFORM D-56 time sheets include, but are not limited to, the following:
- (1) Regular hourly or daily employees who are paid from payrolls that predominantly contain similar employees.
 - (2) Substitute employees.
 - (3) Patients.
 - (4) Court Justices of outlying islands.
 - (5) Intermittent employees.
 - (6) Casual employees.
 - (7) Student help.
 - (8) Board members.
- (b) To report the amount of time that a non-salaried employee furnished to an employing department. Employees included in this category are regularly paid by the following types of time:
- (1) Hourly.
 - (2) Daily (Per Diem).
 - (3) Those employees who are paid to attend meetings, drills, training programs, etc.
- (c) To report the amount of time in a category of premium pay, which an employee furnished to an employing department. The types of premium pay included in this category are:
- (1) Ordinary overtime hours.
 - (2) Holiday work overtime hours.

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- (3) Split shift overtime hours.
 - (4) Split shift differential hours.
 - (5) Night shift differential hours.
 - (6) Stand-by duty days.
 - (7) Emergency work hours.
 - (8) 24-hour emergency psychiatric services hours.
2. Prepared By. An authorized representative (timekeeper, clerk, etc.) of the department who maintains the updating of the time for the organizational unit.
 3. Frequency. Maintained daily and submitted for each payroll period.
 4. Distribution. Three copies are submitted through supervisory personnel, as required by departments, to the appropriate offices of the employing department for review, approval, and signature. The first copies of each set of time sheets are then batched by payroll number and attached to the applicable PAYROLL CHANGE SCHEDULE. The time sheets are distributed as follows:
 - (a) Copy #1 - Batched time sheets (Copy #1) to Central Payroll, DAGS for pre-audit and control filing.
 - (b) Copy #2 - Retained by the appropriate office of the employing department for payroll verification, and filed for reference.
 - (c) Copy #3 - Optional use by departments and agencies.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
A	Note: Instructions for some data fields have been purposely omitted because they are considered self-explanatory. These data fields are keyed with the letter A.
1	MONTH AND YEAR EARNED - Enter the month and year in which work was performed.
2	UNIFORM ACCOUNTING CODE - Leave blank.
3	EMPLOYEE OR SUBSTITUTE NAME - Enter the last name, first, and middle initial of the employee or substitute teacher to be paid.
4	NAME OF SUBSTITUTED EMPLOYEE - Enter the last name, first, and middle initial of the substituted (absent) employee, only if Item 3 has a substitute teacher's name.
5	SUB-DIVISION - Enter the sub-division code under which the employee is being paid only if it is different from the sub-division code established on his payroll record.
6	<p>RATE OF PAY - Enter the rate of pay only if the following conditions exist:</p> <ol style="list-style-type: none"> 1. Employee whose rate of pay changed <u>after</u> the first day of the payroll period in which work was performed. 2. Employee whose rate of pay was never established on the payroll master file, such as, judges of outlying districts, state hospital patients, etc. 3. Employee whose rate of pay varies with the type of work performed. 4. Employee who is entitled to and requests pay for firefighting differential pay.
7	TYPE OF PAYMENT (*) - Enter the alpha code identifying the type of payment being reported. Use codes listed on the bottom of this form.
8	TYPE OF TIME (**) - Enter the alpha code identifying the type of time being reported. Use codes listed on the bottom of this form.

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ITEM NO.	DATA AND DATA INSTRUCTIONS
(9)	TOTAL TIME WORKED - Enter the total time for each employee. The total is obtained by cross-footing the daily time appearing in Item (12) .
(10)	ACTUAL COMPENSATORY TIME TO BE TAKEN - Enter the number of actual hours that the employee elected as compensatory time in lieu of overtime pay. The hours must be reflected in straight time (overtime hours extended). If the employee is covered under the overtime requirements of the Fair Labor Standards Act, the actual hours entered is the compensatory time off elected and <u>taken</u> by the employee within the pay period being reported.
(11)	ENTER HALF CODE - Enter the number 1 or 2, as applicable, for the 1st or 2nd day period for which time is being reported.
(12)	1 to 15 - Enter the amount of time furnished for each day to the nearest 16 to 31 quarter of an hour and to two decimal places.
(13)	TOTAL - Enter the sum of all rates in RATE OF PAY column, for each sheet to two decimal places. (This is a "hash" total and is used for control purposes only.)
(14)	TOTAL - Enter the sum of all time units in TOTAL TIME WORKED column for each timesheet to two decimal places.
(15)	TOTAL - Enter the sum of all the actual hours for compensatory time off in ACTUAL COMPENSATORY TIME TO BE TAKEN column for each time sheet to two decimal places.

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EXHIBIT A: SAMPLE FORM KEYED TO INSTRUCTIONS FOR COMPLETING SAFORM D-56

STATE OF HAWAII
 ORGANIZATIONAL TIME SHEET

DEPARTMENT (A) SUB-DIVISION OR SCHOOL (A)
 PAYROLL NO. (A) MONTH AND YEAR EARNED (1)
 ENTER HALF CODE

UNIFORM ACCOUNTING CODE		PERCENT									
FYR	APP	D	S/D	OBJECT	FUNCTION	LOC	PROJECT	E	N	C	PERCENT
					(2)						

SOCIAL SECURITY NO. POSITION NO.	EMPLOYEE OR SUBSTITUTE NAME NAME OF SUBSTITUTED EMPLOYEE	PL	DIS	RATE OF PAY PER HOUR	TOTAL TIME WORKED	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	REMARKS	
(A)	(4)	(A)	(5)	(6)	(7)	(8)	(9)	(10)	(11)					(12)								(A)

(13) TOTAL RATE OF PAY
 (14) TOTAL TIME WORKED
 (15) TOTAL PAY
 (A) SIGNATURE OF SUPERVISOR OR TIMEKEEPER
 (A) DATE

DEPARTMENTAL COPY #2
 SIGNATURE OF EMPLOYEE
 DATE
 STATE ACCOUNTING FORM D-56
 JAN. 7, 1984 (REVISED)

