FIRST 5
VENTURA COUNTY

EMPLOYEE TIME CARD PROCEDURE

F5VC uses Paychex Flex as its online time reporting platform. Employees set up a private account that is linked to F5VC.

The HR Manager prepares and sends out an e-mail to all the First 5 Employees the 2-3 days before the close of pay period, asking for timecards to be turned in by 5:00 pm the following Monday. Pay period numbers and dates are also listed on the annual payroll schedule.

Employees log-in to Paychex flex and enter their information for each day in the pay period.

- Hourly (non-exempt) employees are to enter time worked daily. Time in and out are reported to capture total hours for the day. Exempt (salaried) employees simply enter No Exceptions for each day worked.

- An entry on the timecard is saved by clicking submit. Time off is requested via the online platform and approved by their supervisor. Approved time off is prepopulated on the employee's timecard by the system. If there is a change to time off, the employee will need to delete/modify the request.

- The following coding is used to report the hours worked/time off:

01= Regular Hours Worked	19 = Floating Holiday
02 = Overtime	31 = Leave without pay
03 = Sick	BV = Bereavement
05 = Vacation	JD = Jury Duty
08 = Holiday	C03 = COVID-related paid sick leave
11 = Personal Leave	C15 = COVID expanded paid family leave

- At the end of the pay period, employees review their timecard for accuracy and approve by clicking Approve All. Exempt employees will electronically certify they worked regular hours for each day reported as No Exceptions.

  o Timecards must be approved by 5:00 pm Monday following the close of each pay period.

- Supervisors will review and electronically approve timecards via Paychex Flex.