

Timesheet Frequently Asked Questions (FAQs)

Managers

1. Employee leave was canceled but the employee is still out on leave. Who is responsible for updating the timesheet?

The supervisor should add regular Sick, Vacation, LWOP Unauthorized codes to the timesheet if the employee is out on a leave of absence and advise the employee to report their absences to The Standard. Once the absence is reported to The Standard, Clackamas County Leave Administration team will add Protected Leave codes to employee's timesheet. If the employee is not on continuous leave they should add the appropriate labor distribution code if required for all protected leave. If the employee is on continuous leave, the Supervisor needs to enter the appropriate labor coding after the protected leave codes are added to the timesheet.

If the leave is denied or canceled by The Standard, state and federal job protections may not apply, and the absence will be subject to applicable County leave policies and notification procedures.

2. If the employee is approved under ADA to work from home a partial or full day, does the time worked at home need to be coded differently on the timesheet?

No, worked time does not need to be coded differently if the work was performed at home as an accommodation. For employees residing in Washington and working remotely, they will need to track their hours worked in Washington by checking the "Telework In Washington" box on the corresponding day they worked in Washington. See <https://web1.clackamas.us/working-from-home#washington> for additional work in Washington timesheet FAQs.

3. An employee is unexpectedly out on continuous leave and does not have access to their timesheet. How do we complete the timesheet?

The supervisor should add regular Sick, Vacation, LWOP Unauthorized codes to employee's timesheet and advise the employee to request a leave of absence with The Standard. If the employee is not able to contact The Standard, a family member or the supervisor can request the leave on the behalf of the employee.

4. An employee is on a leave without pay but there is a paid holiday on the timesheet. Who is responsible for removing it?

If an employee is on leave without pay before or after the holiday, they are not eligible for Holiday pay. Leave Administration will add the leave without pay code to the timesheet and Payroll will remove the holiday pay code when they process the payroll. The supervisor can approve the timesheet with both codes noted on the timesheet.

5. Why is an employee's timesheet coded as leave without pay when they have large sick and vacation banks?

When the employee is eligible to receive Oregon Paid Family and Medical Leave benefits they can choose not to use their accruals while receiving PFML benefits. The employee makes their accrual election at the time they request a leave of absence. The Clackamas County Leave Administration team will code their timesheet accordingly.

6. An employee's Protected Leave codes on the timesheet are not accurate. How do I update the timesheet?

An employee timesheet is coded by the Clackamas County Leave Administration team based on the information reported to The Standard by the employee. If there is a discrepancy, the employee should contact The Standard by calling 1-866-756-8116 or by going [online](#), to update their missed hours. Once the claim is updated, the Leave Administration team will update the timesheet within 1-2 business days. If the issue is time sensitive or the employee is out on a leave of absence and does not have access to their timesheet, the supervisor can contact the Leave Administration team directly at LeaveAdmin@clackamas.us.

7. A CCSO employee received donated leave hours, who codes donated leave hours on the timesheet?

CCSO Payroll or the supervisor should notify the Clackamas County Leave Administration team of the donated leave hours. The Leave Administration team will add the appropriate leave codes to the employee's timesheet.

Employees

1. Can I change my accrual election after my PFML benefits are approved by The Standard?

Yes, you can change your accrual election 1 time during the life of your claim. Your new election will be effective in the pay period you notified Clackamas County Leave Administration team going forward.

2. How do I remove the Protected Leave codes on my timesheet if I returned to work early or my leave was canceled?

You need to notify The Standard of your return to work date or leave cancelation, so they can update your claim. Once your claim is updated, the Clackamas County Leave Administration team will remove the protected leave codes from your timesheet. You are responsible for adding worked time to your timesheet.

3. I reported absences to The Standard that originally were coded as sick, can I receive my sick hours back if I do not wish to use my accruals while receiving Oregon Paid Family and Medical Leave (PFML) benefits.

When you file a **new** PFML claim you will be asked to make an election on whether you want to use your accruals while you receive PFML benefits. If you elect not to use your accruals and you reported absences that already took place and were paid out to you, you will be send an overpayment notice from Payroll. You need to notify the Clackamas County Leave Administration team whether you want to repay Clackamas County Payroll to receive your accruals back, or whether you want the accrual election to be applied to the current pay period going forward.

Once you make an election on a newly filed claim, you will have a chance to change your accrual election 1 time during the life of your claim. Your new accrual election will be effective in the pay period you notified Clackamas County Leave Administration team going forward.

4. I did not receive holiday pay while I was on leave, can the holiday pay be added?

To be eligible for holiday pay, you must be in a paid status the scheduled shift before *and* after the holiday. If you were in a leave without pay status on the day before or after the holiday, you are not be eligible for holiday pay.

5. I took less/more time for my doctor's appointment than I originally reported to The Standard. How do I change Protected Leave codes on my timesheet?

Notify The Standard of the change in the number of hours you missed, so they can update your claim. Once your claim is updated, the Clackamas County Leave Administration team will update the Protected Leave codes on your timesheet. You are responsible for adding worked time to your timesheet.

We recommend that you report intermittent partial day absences to The Standard **after** you know how many hours you missed. You should provide your supervisor advance notice for a foreseeable leave of absence, such as a scheduled doctor appointment.

6. I would like to use my accruals to care for my family member or for my own illness instead of going through The Standard. Can I do that?

If you experience a qualifying leave reason, you should request a protected leave of absence with The Standard. The Standard will evaluate your eligibility for federal, state and County leave policies and will advise you of the next steps. Once your claim is set up, the Clackamas County Leave Administration team will update your timesheet based on your accruals election. Absences not covered under a protected leave of absence will be subject to County attendance policies.

7. Can I use LWOP Medical on my timesheet while The Standard is working on approving my leave?

You should use Sick, Vacation, LWOP Unauthorized codes on your timesheet. Once you report your absence to The Standard, they will evaluate your eligibility for a requested leave of absence and will update your claim. Once your claim is updated, Clackamas County Leave Administration will update your timesheet with appropriate leave codes.

8. I reported an intermittent absence to The Standard but show worked time on my timesheet. Do I need to remove it?

You should use Sick, Vacation, LWOP Unauthorized codes on your timesheet to account for the hours you missed and adjust your hours worked. Once you report your absence to The Standard, the Clackamas County Leave Administration team will update your timesheet with protected leave codes within 1-2 business days.

9. My claim was denied with The Standard, I am working on submitting supporting documentation to get it approved. Do I need to re-submit a new Accrual Election form?

No, you do not need to submit a new accrual election form. When your claim gets denied, your absence on the timesheet will change to regular Sick, Vacation, LWOP Unauthorized codes. If your denial gets overturned, and The Standard approves your claim, the Clackamas County Leave Administration team will update your timesheet with protected leave codes.

10. How do I code Military Leave on my timesheet?

You should report your Military leave absences to The Standard and use regular Vacation or LWOP Unauthorized codes on your timesheet with the note whether you want to receive Military Training pay for that day. Once your absence is reported to The Standard, the Clackamas County Leave Administration team will add Military Leave codes to your timesheet. You can report your Military Training dates to The Standard in advance and your timesheet will be updated accordingly without re-filing for the training leave. You can also make updates to your training leave request throughout the year without creating a new claim by submitting new documentation.

11. Do I have to use my Sick hours first before I file for Oregon Paid Family Medical Leave (PFML) benefits?

No, you do not have to use your Sick hours first before requesting PFML benefits through The Standard. Once you request a leave of absence under PFML, you will complete the Accrual Election form and submit to the Clackamas County Leave Administration team who will code your timesheet based on your election.