

Timesheet Frequently Asked Questions



Managers and Supervisors

1. What do I need to do when an employee goes out on protected leave?

The supervisor is responsible for adding the labor distribution codes (if applicable) and reviewing whether the employee worked or did not work during the pay period - this must be done by the Department since The Clackamas County Leave Administration team (Leave Admin) and Payroll do not have this information.

The supervisor must turn in the timesheet by the due date. Leave Admin will then code the leave of absence based on information from The Standard.

If an employee's leave of absence has not yet been approved the supervisor must add regular Sick, Vacation, LWOP unauthorized codes to the timesheet. Leave Admin and Payroll can correct the timesheet once the leave has been approved.

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

The supervisor must 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 Leave Admin adds the applicable Protected Leave codes to the employee's timesheet.

If labor distribution codes are applicable, the supervisor must add the appropriate labor distribution code for all protected leave that is not continuous leave. If the employee is on continuous leave the Supervisor must 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 leave protections do not apply, and the absence is subject to applicable County leave policies and notification procedures.

3. If the employee is approved under the 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. Employees residing in Washington and working remotely 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.

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

The supervisor must 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. Leave can be requested by going online through the link on the [Leave Admin website](#) or by calling The Standard at 1-866-756-8116. Once the leave has been created the Leave Admin team updates the codes that have been already added to the timesheet.

5. 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 Admin 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.

6. 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. Leave Admin will code their timesheet accordingly. However, where the employee chooses not to use their accruals the employee may not meet the 88-hour rule if they are not in a paid status for 88 hours in a month, which results in them not earning vacation or sick time for that month.

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

An employee timesheet is coded by Leave Admin 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 Leave Admin updates 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 Leave Admin directly at LeaveAdmin@clackamas.us.

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

CCSO Payroll or the supervisor needs to notify Leave Admin of the donated leave hours. Leave Admin adds 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 once during the life of your claim. Your new election will be effective in the pay period you notified the Clackamas County Leave Administration (Leave Admin) team going forward.

However, note that under the 88-hour rule you must be in a paid status for 88 hours in a month to accrue sick and vacation hours for that month. PFML is not a “paid status” so employees typically use their accruals to stay in a paid status for 88 hours per month.

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 cancellation so they can update your claim. Once your claim is updated Leave Admin 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 the Leave Admin team will contact you to ask you whether you want to use your accruals while you receive PFML benefits. If you elect not to use your accruals and you report absences that already took place and were paid out to you, you will be sent an overpayment notice from Payroll. You need to tell Leave Admin 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 can change your accrual election once during the life of your claim. Your new accrual election will be effective in the pay period you notified Leave Admin going forward.

As noted in the answer to #1, if you choose not to use your accruals you may not be in a paid status for 88 hours per month, and you will not accrue sick and vacation hours for any month that you are not in a paid status for 88 hours in the month.

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 eligible for holiday pay. Receiving PFML benefits is not pay and does not put you in a paid status.

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 Leave Admin updates 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 soon **after** you know how many hours you missed. You must provide your supervisor advance notice for a foreseeable leave of absence, such as a scheduled doctor appointment.

It takes at least 24 hours for any changes to be reflected on The Standard's portal.

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 need to request a protected leave of absence with The Standard. The Standard evaluates your eligibility for federal, state and county leave of absences, and advises you of the next steps. Once your claim is set up Leave Admin will update your timesheet based on your accruals election. Absences not covered under a protected leave of absence are subject to County attendance policies.

While sick leave is available, only the first 40 hours of sick leave are protected under Oregon law.

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 evaluate your eligibility for all potential leaves of absence and update your claim. Once your claim is updated Leave Admin updates your timesheet with the 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, Leave Admin updates your timesheet with protected leave codes within 1-2 business days.

9. My claim was denied with The Standard, but 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 changes to regular Sick, Vacation, LWOP Unauthorized codes. If your denial gets overturned and The Standard approves your claim Leave Admin updates your timesheet with protected leave codes.

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

You must 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 Leave Admin adds Military Leave codes to your timesheet. You can report your Military Training dates to The Standard in advance, and your timesheet is updated accordingly without refile 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. For regular military training you can request a single intermittent military leave encompassing the entire year from 10/1 to 9/30 and all absences can be reported on that one military claim.

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 complete the Accrual Election form and submit it to Leave Admin to code your timesheet based on your election.