

Miami-Dade County

Non-Bargaining Salaried Job Basis Employee Timesheet

Version 1.0



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PURPOSE

This document explains the time reporting process for Non-Bargaining Salaried Job Basis employees.



NON-BARGAINING SALARIED JOB BASIS EMPLOYEE TIMESHEET

Timesheets will be automated for non-bargaining job basis employees. Employees will longer have to input the **Regular Time** time reporting code. However, if any other time reporting code must be used, for example, Out of Class, the employee will be responsible for submitting the time. Time that is submitted will go through the original approval process. Absences are still required to be submitted and will also go through the same approval process.

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Note: Adding a time reporting code will require the time to be reviewed and approved by the Manag	er.
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Select a corresponding OCL Jobcode.	
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