City of Alameda
ExecuTime
Frequently Asked Questions (FAQs)

Q.   How do I login?

1. Go to: https://alamedaca.executime.com/ExecuTime/
2. Enter your user name and password, both are your employee ID. If you do not know your employee ID contact HR at 510-747-4900.

Q.   How do I enter time?

Refer to the "**ExecuTime Employee Guide**" for step-by step instructions on entering time.

Q.   The pay period dates on the time entry screen are incorrect, what do I do?

Check first that you are in the current pay period, at the top the pay period in grey is the one you are viewing. If you are in the current pay period look at the dates at the top of the screen not those by the save button. The dates at the top of the screen are the dates covered by the pay period.

Q.   What if my schedule doesn't look correct for the days I work?

Don't panic! Contact your Department's Super User, they have received extra training and should be able to assist you. If they are unable to assist you they will enter a ticket to have the issue addressed.

Q. How do I enter a Holiday?

The holiday should automatically populate on your time entry screen for both exempt and non-exempt employees, with the hours you receive for that holiday. If the Holiday doesn't populate, add the holiday manually using the drop down to select the right code.

If you receive less for the holiday than needed to cover the holiday add a line for the holiday date and use another leave for the remainder of your scheduled hours.

For Example:

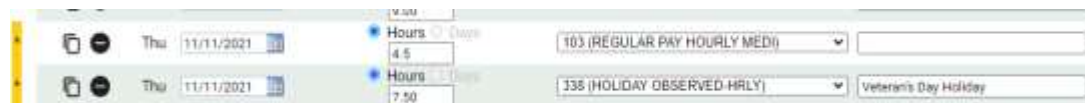|	Thu 11/11/2021	Hours 1.50	336 (HOLIDAY FLOATING-HRLY)	
	Thu 11/11/2021	Hours 7.50	338 (HOLIDAY OBSERVED-HRLY)	

Q. What if I work on a Holiday, how do I enter time?

Exempt Employees (Salary): Fill out your time entry just as you would now, add a line for floating earned and enter the number of hours you worked on the holiday then change the hours of the Holiday observed line to make up the rest of the day.

Actions	Date	Duration [HH:MM or HH.MM]	Type	Comment
	Thu 11/11/2021	Hours 4.5	337 (HOLIDAY OBSERVED-SAL)	Veterans' Day - Exempt
	Mon 11/15/2021	Hours 4.5	—220 (FLOAT EARNED)	

Non-Exempt Employees (Hourly): If you work on a holiday, do not change the holiday hours that have pre-populated on your time-entry screen; add a line for regular hours for that day and include the hours of regular time that you worked on this holiday. The system will automatically bank the correct number of hours and you will see these hours in your floating holiday bank after payroll has run.

	Thu 11/11/2021	Hours 4.5	103 (REGULAR PAY HOURLY MEDI)	
	Thu 11/11/2021	Hours 7.50	338 (HOLIDAY OBSERVED-HRLY)	Veteran's Day Holiday

Q. How do I enter Overtime (OT) hours?

Enter all your hours worked as "Regular" for each day, overtime will be automatically calculated by the system.

Q. How do I enter Stand-by or On-Call time?

Add a line using the (+) symbol, choose the date on which you served stand-by or on-call time and enter the number of hours and the appropriate code. Standby and On-Call are two separate pay codes which can be chosen from the dropdown.
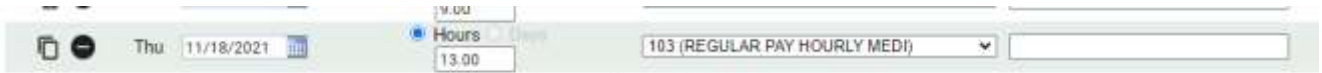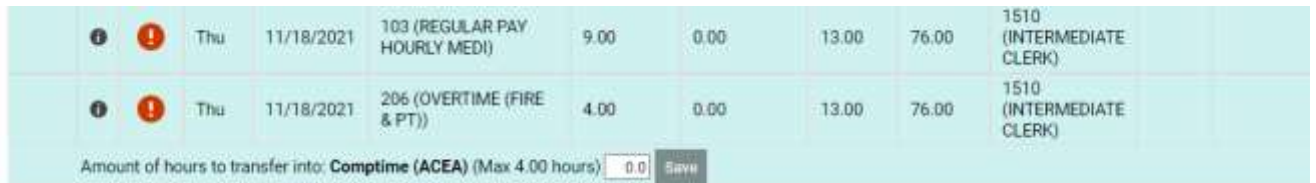
A.

	Tue 11/09/2021	Hours 9.00	103 (REGULAR PAY HOURLY MEDI)	
	Tue 11/09/2021	Hours 3.00	492 (STAND BY IBEW)	

Q. How do I enter Comp-Time Earned?

1. Enter the total number of hours worked for the day on the time entry screen:

2. Go to the "Time Card Inquiry" screen and locate the day on which you worked overtime. You will see a total of the hours of overtime that can be moved into comp time. Enter the number of hours you wish to move to comp time and select "Save"

Q. How do I enter vacation, sick leave, or other time-off?

For information on entering leave time see the tip sheet titled: " **ExecuTime Employee Guide**"

Q. What if I don't see a Pay Code (FMLA, etc.) that I need to use in the drop-down?

DO NOT pick a different pay code. Contact HR, (510) 747-4900 or hr@alamedaca.gov to confirm you are eligible based on pre-approval documentation. HR will coordinate with payroll to get the pay code added. Once complete, you will be notified, and you will be able to enter the leave on your time entry.

If you are aware that you will require leave such as medical leave to care for yourself or a family member or parental leave. contact HR as far in advance as possible, with advance notice the pay code will be there when you need it.

Q. When is the last day to make changes to my timesheet in ExecuTime for a pay period?

For the first two pay periods in production, time should be entered in the system and recorded on a paper timesheet as follows:

Pay Period 12/19/21 – 1/01/22: time must be entered and timesheets to payroll by 5 PM, December 22, 2021
Pay Period 1/02/22 – 1/15/21: time must be entered and timesheets to payroll by 10 AM on January 12, 2022

Starting Pay Period 1/16/2022 – 1/29/2022 time must be entered no later than 10 AM the Monday after the pay period ends. For a complete list see the attached 2022 Employee Payroll Calendar.

Q. **What if I need to make a correction to my timesheet after it is locked?**

Contact your Supervisor as soon as you know that you will need to make a change. They will coordinate with the Department Super User and Payroll to make the correction.

Q. **Why do my benefit balances not match my balance on my timesheet?**

A. If your balance is incorrect please email hr@alamedaca.gov. Human Resources will look into the leave bank and determine if adjustment is required.

Where to Go for Help?

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        ┌─────────────────┐
        │    Employee     │
        └────────┬────────┘
                 │
     ┌───────────┴──────────┐
     │  Contact Super User  │
     │    (Time Keeper)     │
     └──────────┬───────────┘
          ┌─────┴─────┐
   ┌──────────────┐  ┌──────────────┐
   │  Super User  │  │  Super User  │
   │  Contact HR  │  │  Contact PR  │
   └──────────────┘  └──────────────┘
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