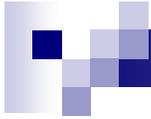




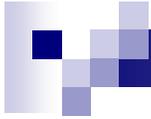
# Timesheet Index and Project Codes



# Index Codes and Project Codes

## Index Code

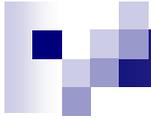
The numeric identifier for work locations where funding is appropriated.



# Index Codes and Project Codes

## Project Code

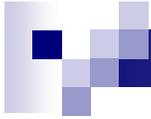
A code documenting overtime or details based on type of work or work unit.



# Index Codes and Project Codes

## Detail Code

Specific information about a Project Code.



# Index Codes and Project Codes

Effective July 1, 2007 all current Project Codes will no longer be used.

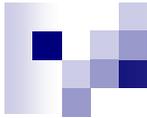
Employees will need to use the new Project Code for all overtime and specific Details.



# Index Codes and Project Codes

Personnel detailed out of their home Division will utilize the Index Code and appropriate Project Code for the worksite to which they are detailed.

Example: A Lieutenant detailed from Operations to the PSTA to teach will use the PSTA Index Code and the appropriate Project Code/Detail Code for the class.



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**Field Operations****First Battalion**

First Battalion Administration

456061900

First Battalion Administration

Station 701

456061010

Station 701

Station 702

456061020

Station 702

Station 712

456061120

Station 712

Station 715

456061150

Station 715

Station 716

456061160

Station 716

Station 719

456061190

Station 719

Station 724

456061240

Station 724

**Second Battalion**

Second Battalion Administration

456062900

Second Battalion Administration

Station 706

456062060

Station 706

Station 707

456062070

Station 707

Station 710

456062100

Station 710

Station 711

456062110

Station 711

Station 720

456062200

Station 720

Station 726

456062260

Station 726

Station 730

456062300

Station 730

Station 741

456062410

Station 741

**Third Battalion**

Third Battalion Administration

456063900

Third Battalion Administration

Station 703

456063030

Station 703

Station 714

456063140

Station 714

Station 723

456063230

Station 723

Station 729

456063290

Station 729

Station 731

456063310

Station 731

Station 733

456063330

Station 733

**Fourth Battalion**

Fourth Battalion Administration

456064900

Fourth Battalion Administration

Station 704

456064040

Station 704

Station 705

456064050

Station 705

Station 718

456064180

Station 718

Station 721

456064210

Station 721

Station 725

456064250

Station 725

Station 740

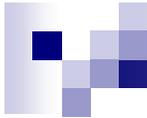
456064400

Station 740

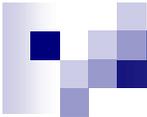
Station 742

456064420

Station 742



<u>Category</u>	<u>Project Name</u>	<u>Project Description</u>	<u>Code</u>	<u>Detail</u>
PSTA Instructor	PSTA: High School Fire Science Course-Instructor	INSTRUCTOR	FRS066	HS
PSTA Instructor	PSTA: In-Service Training-Instructor	INSTRUCTOR	FRS066	IT
PSTA Instructor	PSTA: Instructor I & II-Instructor	INSTRUCTOR	FRS066	IS
PSTA Instructor	PSTA: Officer Candidate School-Instructor	INSTRUCTOR	FRS066	OC
PSTA Instructor	PSTA: Practical Rescue - Instructor	INSTRUCTOR	FRS066	PR
PSTA Instructor	PSTA: Pumps & Hydraulics-Instructor	INSTRUCTOR	FRS066	PH
PSTA Instructor	PSTA: Recruit Train/Probation Testing-Instructor	INSTRUCTOR	FRS066	RT
PSTA Instructor	PSTA: Strategies & Tactics - Instructor	INSTRUCTOR	FRS066	ST
PSTA Instructor	PSTA: Volunteer Training Classes-Instructor	INSTRUCTOR	FRS066	VT
PSTA Student	PSTA unlisted class	student of unlisted PSTA class	FRS067	UL
PSTA Student	PSTA: ALS Continuing Education-Student	STUDENT	FRS067	AC
PSTA Student	PSTA: Command Development Center-Student	STUDENT	FRS067	CD
PSTA Student	PSTA: Driver Cert Program - EVOC - Student	STUDENT	FRS067	DC
PSTA Student	PSTA: Driver Cert Program - EVOC A - Student	STUDENT	FRS067	EA



EMPLOYEE ID: Sample		NAME: Sample		JOB NO:																																	
DEPT NAME:		DEPT NO:		JOB CLASS:																																	
REPORTING PERIOD: Sample		POSITION NO:		SCHEDULE:																																	
EARN TYPE	REGULAR HOURS	OT EARN TYPE	OVERTIME HOURS	INDEX CODE	PROJECT CODE	DET 1	DET 2	GRANT YR	COMP WORK SCHED * ( )	WK 1 - DAILY HOURS ALLOCATION - WK 2																											
										REGULAR WORK SCHEDULE DESCRIPTION																											
										S	M	T	W	T	F	S	S	M	T	W	T	F	S														
REG	1 2 0	OTP		4 5 6 0 6 2 0 6 0																				24							24						
		OTP	1 0	4 5 6 0 6 2 1 1 0	F R S	0 6 6 P H																															
This is a Firefighter working overtime at the PSTA for 10 hours																																					
The Project Code shows the individual as a Pump and Hydraulics																																					
Instructor																																					
Detail code shows it is for the Pumps and Hydraulics Class																																					
		CLH								COMP. LV. EARNED HOLIDAY																											
		CLE								COMP. LEAVE EARNED																											
ANL										ANNUAL LEAVE TAKEN																											
SKL										SICK LEAVE TAKEN																											
CPL										COMP. LEAVE TAKEN																											
										OTHER LEAVE TAKEN																											
										OTHER LEAVE TAKEN																											
CONTROL HOURS		+								TOTAL HOURS																											







