



**City of Long Beach**  
Working Together to Serve

**Memorandum**

Date: March 20, 2020

To: All City Employees

From: John Gross, Director of Financial Management *FOR*  
Alejandrina Basquez, Director of Human Resources *Alejandrina Basquez*

Subject: Time Sheet Submittal Procedures for Telecommuting Employees

The City has developed guidelines and procedures for submitting and processing timesheets for staff who have been approved to telecommute. The following procedures ensure the City remains in compliance with all laws and grant requirements, while also ensuring that employees continue to be paid on time.

Timesheet submission for those who are telecommuting will be consistent with each department's specified deadlines. During the emergency, telecommuting employees will have the ability to submit their time sheets electronically without the requirement of wet signatures; however, timesheets will eventually need to be signed by both the employee and an approving authority such as a supervisor or designated management employee at a future date. For those employees who are anticipated to begin telecommuting, we recommend taking home your remaining hard copy time sheets once you begin telecommuting.

Please review the corresponding attachment related to each timesheet submission scenario for detailed procedures to ensure your timesheet is submitted by your department's assigned deadline. Should you have questions, please contact your department's PPA.

**Scenarios**

- Employee has Hard Copy Time Sheets Attachment A
- Employee has Excel Time Sheet Template and a Printer Attachment B
- Employee has Excel Time Sheet Template and no Printer Attachment C
- Employee does not have Excel, a computer, or internet access Attachment D
- PPA Directory Attachment E

**Attachment A**  
**Hard Copy "Green" Time Sheet Submittal**

If you have taken the remainder of your hard copy time sheets home, follow these procedures:

1. Prior to the end of the work week, complete and sign the hard copy time sheet with the hours you worked along with the corresponding charge points.
2. Submit the timesheet directly to your PPA using one of the following methods:
  - a. Scan the timesheet and email the scanned copy to your PPA's city email address and cc your approving supervisor; or
  - b. Take a picture of the timesheet using a phone/camera and email the photo image to your PPA's city email address and cc your approving supervisor.
3. In the email to your PPA and supervisor, include the following language:
  - a. The Subject Line for the Email shall contain the word PAYROLL followed by the employee's last name, first name. For example:

PAYROLL: SMITH, JOHN

- b. In the Body of each submitted email, the employee will include language stating the number of hours they have worked for the City during the current pay period followed by the employee's name, position title, and department. For example:

I, John T. Smith, have worked 40 hours for the City of Long Beach during the week ending Friday, March 20, 2020. (Include any sick time, vacation time, or overtime in the email as well). I certify that the information provided on the attached time sheet is true and correct.

John T. Smith  
Engineer  
Department of Public Works

4. Your supervisor shall review the emailed time sheet and shall respond back to the PPA via email approving the time sheet (along with any necessary corrections).
      5. Keep the physical hard copy of the time sheet for later submission to the department's PPA.

**Attachment B**

**Electronic Time Sheet Submittal – Employee has a Printer**

In the absence of hard copy time sheets, telecommuters shall be provided with an electronic time sheet template (in excel format) via email from the department's PPA(s). If you receive the electronic timesheet and have access to a printer, follow these procedures to submit your timesheet:

1. Prior to the end of the work week, fill out the electronic time sheet template with the hours you worked along with the corresponding charge points.
2. Submit the timesheet directly to your PPA using one of the following methods:
  - a. Print, sign and scan the completed time sheet. Email the scanned copy of the timesheet to the PPA's city email address and cc your approving supervisor;  
or
  - b. Print, sign and take a picture of the completed timesheet. Email the photo image to the PPA's city email address and cc your approving supervisor.
3. The Subject Line for the Email shall contain the word PAYROLL followed by the employee's last name, first name. For example:

PAYROLL: SMITH, JOHN

4. In the Body of the email, include language stating the number of hours you have worked for the City during the current pay period followed by your name, position title, and department. For example:

I, John T. Smith, have worked 40 hours for the City of Long Beach during the week ending Friday, March 20, 2020. (Include any sick time, vacation time, or overtime in the email as well). I certify that the information provided on the attached time sheet is true and correct.

John T. Smith  
Engineer  
Department of Public Works

5. Your supervisor shall review the emailed time sheet and shall respond back to the PPA via email approving the time sheet (along with any necessary corrections).
6. Save the hard copy of each timesheet for later submission to the department's PPA.

**Attachment C**

**Electronic Time Sheet Submittal – Employee does not have a Printer**

In the absence of hard copy time sheets, telecommuters shall be provided with an electronic time sheet template (in excel format) via email from the department's PPA(s). To submit your timesheet electronically, follow these procedures:

1. Prior to the end of the work week, fill out the electronic time sheet template with the hours you worked along with the corresponding charge points.
2. Submit the completed electronic timesheet by email directly to the department's PPA and cc your approving supervisor using the following language:
  - a. The Subject Line for the Email shall contain the word PAYROLL followed by the employee's last name, first name. For example:

PAYROLL: SMITH, JOHN

- b. In the Body of the email, include language stating the number of hours you have worked for the City during the current pay period followed by your name, position title, and department. For example:

I, John T. Smith, have worked 40 hours for the City of Long Beach during the week ending Friday, March 20, 2020. (Include any sick time, vacation time, or overtime in the email as well). I certify that the information provided on the attached time sheet is true and correct.

John T. Smith  
Engineer  
Department of Public Works

3. Your supervisor shall review the emailed time sheet and shall respond back to the PPA via email approving the time sheet (along with any necessary corrections).
    4. Save the soft copy version of your time sheet for later printing, signing and submission to the department's PPA (at a future date).

**Attachment D**  
**Submitting Time via Telephone**

If you cannot complete your timesheet because you do not have the hard copy time sheet, access to a computer, access to Excel, or access to the internet, you must phone in your time sheet. It is recommended that you notify your PPA as soon as possible letting them know that you will be using this methodology. This will allow you to schedule appointment time to communicate your time entry information. To phone in your time sheet, follow these procedures:

1. During the week, maintain a daily log of hours worked and the associated charge points. This will be used to relay your weekly time information to your PPA and help the completion of paper timesheets after we return to normal operations.
2. Your PPA may need you to call in earlier in the week, so in some cases you may have to plan out your week in advance.
3. Prior to calling your PPA to relay your time sheet information, be sure that your time worked information is organized and easy to communicate.
4. Your PPA will read back to you your worked time as they have understood it when complete.
5. If correct, verbally confirm this with the PPA.
6. Write in your daily time log the date and time of the phone call and that the information has been confirmed, then sign the log. For example:

Date: 3/20/2020

Time: 9:45 am

My time has been communicated to my PPA & was properly read back to me by my PPA

Signed: John T. Smith

7. Maintain your log as it will eventually be submitted to your PPA when you complete and sign your hard copy time sheets (at a future date).

**Attachment E**  
**PPA Directory**

Airport		
Martha Mino	(562) 570-2611	Martha.Mino@longbeach.gov
Colleen Pickens	(562) 570-2625	Colleen.Pickens@longbeach.gov
City Auditor		
Melissa Swift	(562) 570-6758	Melissa.Swift@longbeach.gov
Pam Watts	(562) 570-6752	Pam.Watts@longbeach.gov
City Clerk		
Alma Valenzuela	(562) 570-6765	Alma.Valenzuela@longbeach.gov
Maggie Seymore	(562) 570-6549	Maggie.Seymore@longbeach.gov
City Manager		
Kathi Bussi	(562) 570-6803	Katherine.Bussi@longbeach.gov
Betty De La Cruz		Bertha.DeLaCruz@longbeach.gov
City Prosecutor		
Paulette Burgos	(562) 570-5506	Paulette.Burgos@longbeach.gov
Sherri Seldon	(562) 570-5621	Sherri.Seldon@longbeach.gov
Civil Service		
Bea Lacerda	(562) 570-6625	Beatriz.Lacerda@longbeach.gov
Lizeth Rodriguez	(562) 570-6628	<a href="mailto:Lizeth.Rodriguez@longbeach.gov">Lizeth.Rodriguez@longbeach.gov</a>
Development Services		
Erika Ortega	(562) 570-5777	Erika.Ortega@longbeach.gov
Tiffany James Norseweather	(562) 570-5290	Tiffany.James@longbeach.gov
Disaster Preparedness		
Megan O'Keefe	(562) 570-9450	Megan.OKeefe@longbeach.gov
Economic Development		
Crystal King	(562) 570-3693	Crystal.King@pacific-gateway.org
Financial Management		
Georgette Wittman	(562) 570-6277	Georgette.Wittman@longbeach.gov
Fire		
Anna Lopez	(562) 570-2527	Anna.Lopez@longbeach.gov
Ernie Echevarria	(562) 570-5557	Ernie.Echeverria@longbeach.gov
Harbor		
Wayne Lucas	(562) 283-7523	Wayne.Lucas@polb.com
Janay McCray	(562) 283-7509	JaNay.McCray@polb.com
Celina Peraza	(562) 283-7508	celina.peraza@polb.com
Health		
Natalie Vargas	(562) 570-4009	Natalie.Vargas@longbeach.gov
Brett Bruhanski	(562) 570-4102	Brett.Bruhanski@longbeach.gov
HR/City Manager		
Kathi Bussi	(562) 570-6803	Katherine.Bussi@longbeach.gov

<b>Law</b>		
Patricia Ochoa-Talavera	(562) 570-2254	Patricia.Ochoa-Talavera@longbeach.gov
Tyler Pike	(562) 570-2208	Tyler.Pike@longbeach.gov
<b>Legislative</b>		
Maria Benegas	(562) 570-6801	Maria.Banegas@longbeach.gov
Tim Patton	(562) 570-5089	Tim.Patton@longbeach.gov
<b>Library</b>		
Pat Fierros	(562) 570-6945	Patricia.Fierros@lbpl.org
<b>Energy Resources (Gas)</b>		
Jeannine Franklin	(562) 570-2061	Jeannine.Franklin@longbeach.gov
Idali Saenz	(562) 570-2051	Idali.Saenz@longbeach.gov
<b>Parks &amp; Rec</b>		
Lidia Jauregui	(562) 570-3187	Lidia.Jauregui@longbeach.gov
Renita Green	(562) 570-3186	Renita.Green@longbeach.gov
Crystal Murphy	(562) 570-3185	Crystal.Murphy@longbeach.gov
Shertrell Collins	(562) 570-3184	Shertrell.Collins@longbeach.gov
<b>Police</b>		
Gladys Malagamalii	(562) 570-5522	Gladys.Malagamalii@longbeach.gov
Eva Parham	(562) 570-7407	Eva.Parham@longbeach.gov
Victoria Bonillas	(562) 570-5066	Victoria.Bonillas@longbeach.gov
Antoinette Hodge-Bowser	(562) 570-5523	Antoinette.Hodge-Bowser@longbeach.gov
Rosa Escamilla	(562) 570-5519	Rosa.Escamilla@longbeach.gov
<b>Public Works</b>		
Katrina Reynolds	(562) 570-4683	Katrina.Reynolds@longbeach.gov
<b>Technology</b>		
Deborah Hill	(562) 570-6982	Deborah.Hill@longbeach.gov
<b>Water</b>		
Sandra Flores	(562) 570-2376	Sandra.Flores@lbwater.org
Jessica Stoudemire	(562) 570-2355	Jessica.Stoudenmire@lbwater.org