

COUNTY OF SACRAMENTO INTERNAL SERVICES AGENCY

Inter-Departmental Correspondence

March 3, 2006

To: Agency Administrators and Department Heads
From: Internal Services Agency Administrator
Subject: Six-Minute Rule

The purpose of the Six-Minute Rule is to establish a standardized method of reporting a tenth of an hour increment of time on the employee timesheet. This is in response to an issue that departments are reporting the tenth of an hour differently on employee's timesheets.

Tenth of an Hour Time Entry Administration (Six-Minute Rule)

Time will be reported on the timesheet in whole hours of time. When it is necessary to report a partial hour it is recorded as a minimum of tenth of an hour increments. One-tenth of an hour equals six minutes. Time will be reported on the timesheet when the employee's time equals six minutes.

Late to work

Time will be deducted on the timesheet for each six-minute increment of time that the employee is late to work. Time less than the first six minutes will not be reported on the timesheet. This policy does not prevent the appointing authority from taking appropriate corrective action for recurring infractions less than six-minute increments.

Overtime

Time will be reported on the timesheet for each six minutes of work. Time worked less than six minutes past end of shift will not be reported on the timesheet.

FMLA/CFRA and Other Time Off

All time off is also reported on the timesheet in a minimum increment of six minutes.

Please ensure that your departments are applying the Six-Minute Rule consistent with the instructions above to be effective March 5, 2006. Exceptions to the Six-Minute Rule include management (050), doctors/dentists (027), attorneys (020/021), law enforcement

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management (029), and nurses (015/016). Application for the nurses is addressed in a separate memorandum to applicable departments.

Mark Norris
Internal Services Agency Administrator

cc: Human Resource Managers
Personnel Officers
Recognized Employee Organizations
Sacramento County Management Association
Data Processing Professionals Association

PARTIAL HOURS CONVERSION CHART

Minutes	Partial Hour Conversion
6-11	.1
12-17	.2
18-23	.3
24-29	.4
30-35	.5
36-41	.6
42-47	.7
48-53	.8
54-59	.9
60	1.0

Anything under 6 minutes (minutes 1 - 5) should not be recorded on the timesheet.

When entering time on the timesheet it should have only one decimal place (tenths). The chart above helps determine what those partial hours should be.



Caution: The ESS time sheet displays the time with two decimal places; with a zero (0) in the 2nd position. If you change the value of the 2nd position, you will receive an error.

POINTS OF AN HOUR

0 - 6	.1
7 - 12	.2
13 - 18	.3
19 - 24	.4
25 - 30	.5
31 - 36	.6
37 - 42	.7
43 - 48	.8
49 - 54	.9
55 - 60	1.0