

Introduction

Configuring your W&M Timesheet Categories correctly is critical in ensuring that time ends up in the right place on the County Monthly Report (CMR) for the Division of Measurement Standards (DMS). This guide explains the options and how you can evaluate when time entered will go on the CMR.

Terminology

Program – refers to the W&M program overall

Subprogram – refers to the components of the W&M program including Service Agents (SA), Devices, Quantity Control (QC), Weighmaster, and Petroleum.

Device Type – generally means a specific type of device like a Counter Scale, but also refers generally to the various types of inspections performed under non-Device subprograms like Package Audits.

A Note About Terminology on the CMR

Since the CMR only addresses the W&M Program, they use the term "Program" to refer to what we call "W&M Subprogram". In CalCATS, "Quantity Control" is a Subprogram of the W&M Program, whereas on the CMR hours entered directly for QC are shown on a line labeled "Program Direct Hours".

Types of W&M Hours

To ensure that the CMR is complete and accurate, hours are automatically reported from these 5 distinct types of hours in recorded CalCATS:

- 1. **Device Hours (Inspections)** refers to time entered on specific device or other inspection forms.
- Device Hours (Direct) refers to hours entered specifically for activity related to a
 particular device type but not entered on an inspection form. Commonly used for
 secondary inspectors accompanying someone on an inspection.
- 3. **Subprogram Direct Hours** hours that are entered on the timesheet (not on an inspection) that are specific to a program (SA, Devices, QC, etc.) but not to a device type. Commonly used for testing equipment maintenance.
- 4. Indirect Hours hours spent on the W&M program in general without being specifically designated to SA, Devices, QC, etc.
- 5. **Support Hours** hours entered for the W&M program that will go in the Support Hours box on Page 1 of the CMR.



The following table shows where each of these types of time entry will end up on the CMR:

Time Entry Type	Where on the CMR
Device Hours (Inspections)	Page 2 under each device type or under the sections for QC, Weighmaster, and Petroleum.
Device Hours (Direct)	Page 2 under each device type or under the sections for QC, Weighmaster, and Petroleum. These direct hours are added to the hours entered on inspection forms.
Subprogram Direct Hours	Page 1, Row 14-15. These cells add up the Device Hours from Page 2 plus the Program Direct Hours entered on timesheets.
Indirect Hours	Page 1, Row 16. The total number of indirect hours is allocated across subprograms on the Allocation tab then transferred to Page 1.
Support Hours	Page 1, Row 19. Support hours are not broken out by subprogram or device type on the CMR.

For additional details on the subtotals required to complete the CMR, the individual types of non-inspection hours are shown on the Totals tab (e.g., Row 1 shows Total Indirect Hours, Row 25 shows Total Program Direct Hours for SA, etc.).

How to Configure Timesheet Categories for these Time Entry Types

Device Hours (Inspection)

These hours are entered on inspection forms and appear on the W&M Activity timesheet row. No county configuration is required.



Device Hours (Direct)

These hours can be configured on Simple Tracking and Custom Tracking categories as shown in the following screenshot:

📔 Timesheet Categories 🛛 🗙	+			•	
← → C () localhost53309/C	ountyAdmin/TimesheetCategories				🖈 🧭 E
	Timesheet Category Details				rvisor01 💌
Manage County Time	Name:				
Use this page to manage the ove	W&M Device Direct Time				
	The name that will appear on the timecard.			0	Add New
Category Name	Type:		E	Active?	
Administrative Support	SimpleTracking	*	Y		00
Ag Activity*	The type of time entry for this row. You cannot change the timesheet category type if any time entries al	Iready exist for the category.	Y		00
Holiday	Simple tracking categories allow you to specify additional fields that users may or must Expenses. Use the options below to define which types of additional information to colle	complete when entering time, including Program, Subprogram, Location, Mileage, and ect for this category.	N		01
Pesticide Activity*	Payroll Timesheet Category:		Y		00
Sick Leave	Work Time	•	N		10
Special Projects	O the category these hours will be counted in when reporting for payroll. The available options below depend on whether you pick a work or non-work payroll category.				00
Vacation	Program:				0 1
W&M Activity*	Required				0 1
W&M Device Direct Time	Type of program tracking for this category. Programs are Ag, W&M, etc. The Program assigned on time record be allocated as indirect support time.	ds defines where the time appears on the CMR/CAR and/or AFS reports. Time with no Program assigned will	N		00
W&M Indirect Time	Available Programs	Assigned Programs	N		00
W&M Program Direct Time	Agriculture	Weights & Measures	Y		00
W&M Support Time	Pesticide Use Enforcement		N		0
* - this is an automatic tracking category.	Underground Storage Tanks				
CalCATS Version 1.3.0.0. © 2021 C	Aboveground Storage Tanks				
	Air Pollution Control				
	Airport *				
	Subprogram:				
	Required	•			
	⑦ Type of subprogram tracking for this category. Subprograms are Pest Detection, Weighing Devices, etc.				
	Device Type:	W&M Reporting Type:			
	Required for W&M Program	Direct •			
	type or device type tracking and this category. This option is available when brogram tracking and subprogram tracking are enabled. Required is only available when both program tracking and subprogram.	reporting type designates now the time entered in this category should be calculated for CMK/APS reports (i.e. Support or Direct). This option is available when program tracking is enabled and the assigned			
	tracking are also required.	programs includes WBM.			

The key configuration items are:

- Program: Required
- Assigned Programs: Weights & Measures
- Subprogram: Required
- Device Type: Required for W&M Program
- W&M Reporting Type: Direct



Subprogram Direct Hours

These hours can be configured on Simple Tracking and Custom Tracking categories as shown in the following screenshot:

I Timesheet Categories X	+			•	
← → C () localhost53309/C	ountyAdmin/TimesheetCategories				🖈 🥝 i
CalCATS "	Timesheet Category Details				rvisor01 -
Manage County Time					
Use this page to manage the ove	Name:				
	W&M Program Direct Time			0	Add New
	The name that will appear on the timecard.				rud new
Category Name	Туре:		E	Active?	
Administrative Support	SimpleTracking	*	Y		0 1
Ag Activity*	⑦ The type of time entry for this row. You cannot change the timesheet category type if any time entries al	Iready exist for the category.	Y		0 1
Holiday	Simple tracking categories allow you to specify additional fields that users may or must Expenses. Use the options below to define which types of additional information to colle	complete when entering time, including Program, Subprogram, Location, Mileage, and ect for this category.	N	2	00
Pesticide Activity*	Payroll Timesheet Category:		Y		00
Sick Leave	Work Time	N		00	
Special Projects	1 the category these hours will be counted in when reporting for payroli. The available options below depend on whether you pick a work or non-work payroll category.				0 1
Vacation	Program:	N		0 1	
W&M Activity*	Required	Y		00	
W&M Device Direct Time	Type of program tracking for this category, Programs are Ag. WBM, etc. The Program assigned on time records defines where the time appears on the CMR/CAR and/or AFS reports. Time with no Program assigned will be allocated as indirect support time.				00
W&M Indirect Time	Available Programs	Assigned Programs	N		00
W&M Program Direct Time	Agriculture	Weights & Measures	Y		00
W&M Support Time	Pesticide Use Enforcement		N		0 1
* - this is an automatic tracking category.	Underground Storage Tanks				
CalCATS Version 1.3.0.0. © 2021 C	Aboveground Storage Tanks				
	Air Pollution Control				
	Airport **				
	Subprogram:				
	Required	•			
	⑦ Type of subprogram tracking for this category. Subprograms are Pest Detection, Weighing Devices, etc.				
	Device Type:	W&M Reporting Type:			
	None	Direct			
	Type of device type tracking for this category. This option is available when program tracking and subprogram tracking are enabled. Required is only available when both program tracking and subprogram	The reporting type designates how the time entered in this category should be calculated for CMR/AFS reports (i.e. Support or Direct). This option is available when program tracking is enabled and the assigned			
	tracking are also required.	programs includes WAM.			-

The key configuration items are:

- Program: Required
- Assigned Programs: Weights & Measures
- Subprogram: Required
- Device Type: None or Optional*
- W&M Reporting Type: Direct

* if you allow entry of a device type by making the field Optional instead of None, then each time entry will either be counted as a Device Hours (Direct) if a device type is specified on the timesheet entry, or Program Direct Hours if no device type is specified.



Indirect Hours

Indirect hours can be configured for Straight Entry categories as shown in the following screen shot:

Timesheet Categories X	+		0	o ×
← → C (① localhost:53309/Co	untyAdmin/TimesheetCategories			🕸 🥝 i
CalCATS	Timesheet Category Details			
Manage County Times		-		
Use this page to manage the over	Name:			
	W&M Indirect Time - Option 1		0	Add New
-	The name that will appear on the timecard.			ridd Hell
Category Name	Туре:	E	Active?	
Administrative Support	Straight *	Y		00
Ag Activity*	(2) The type of time entry for this row. You cannot change the timesheet category type if any time entries already exist for the category.	Y		00
Holiday	There are no other options for Straight time entry. This type of category allows users to directly enter hours on their timecard with the option to add remarks. No other information is tracked about these time entries.	N	۵	00
Pesticide Activity*	Payroll Timesheet Category:	Y		00
Sick Leave	Work Time	N	2	00
Special Projects	⑦ The category these hours will be counted in when reporting for payroll. The available options below depend on whether you pick a work or non-work payroll category.	Y		00
Vacation	County Program:	N		00
W&M Activity*	Weights & Measures	Y		10
W&M Device Direct Time	Indicates where this time will appear on the CMR/CAR and/or AFS reports. If left blank, this time will be allocated as indirect support time.	N		00
W&M Indirect Time - Option 1	PRAMR Section:	N		10
W&M Indirect Time - Option 2	Select PRAMR section	N		<i>2</i> m
W&M Program Direct Time	Associate this category with a PRAMR section (optional - only available if this Timesheet Category is associated with the PUE program).	Y		10
W&M Sunnort Time	Save Cancel	N		11
* - this is an automatic tracking category.	u Jamos udecte va udosurraice vao saleguay.			~
CalCATS Version 1.3.0.0. © 2021 Cal	Co Solutions LLC, All Rights Reserved. Questions or comments? Contact the help desk at help@calcats.org			

The key configuration items are:

• County Program: Weights & Measures



Indirect time can also be configured for Simple and Custom Tracking categories as follows:

Timesheet Categories X	+			0 -		
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CalCATS "	Timesheet Category Details				rvisor01 👻	
Manage County Time						
Use this page to manage the ove	to manage the ov					
	W&M Indirect Time - Option 2		Add Nev			
	The name that will appear on the timecard.			Ű	, loc recti	
Category Name	Туре:		E	Active?		
Administrative Support	SimpleTracking	•	Y		00	
Ag Activity*	The type of time entry for this row. You cannot change the timesheet category type if any time entries al	eady exist for the category.	Y		10	
Holiday	Simple tracking categories allow you to specify additional fields that users may or must Expenses. Use the options below to define which types of additional information to colle	complete when entering time, including Program, Subprogram, Location, Mileage, and cct for this category.	N		00	
Pesticide Activity*	Payroll Timesheet Category:		Y		00	
Sick Leave	Work Time	N		10		
Special Projects	The category these hours will be counted in when reporting for payroll. The available options below dep	Y		10		
Vacation	Program:	N		10		
W&M Activity*	Required	Y		08		
W&M Device Direct Time	Type of program tracking for this category. Programs are Ag. W&M, etc. The Program assigned on time records defines where the time appears on the CMR/CAR and/or AFS reports. Time with no Program assigned will be allocated as indirect support time.				00	
W&M Indirect Time - Option 1	Available Programs	Assigned Programs	N		00	
W&M Indirect Time - Option 2	Agriculture	Weights & Measures	N		0 1	
W&M Program Direct Time	Pesticide Use Enforcement		Y		00	
W&M Support Time	Underground Storage Tanks		N		00	
* - this is an automatic tracking category.	Aboveground Storage Tanks					
CalCATS Version 1.3.0.0. © 2021 C	Air Pollution Control					
	Airport * **					
	Subprogram:					
	Optional	*				
	⑦ Type of subprogram tracking for this category. Subprograms are Pest Detection, Weighing Devices, etc.					
	Device Type:	W&M Reporting Type:				
	Optional 🔹	Direct •				
	Type of device type tracking for this category. This option is available when program tracking and subprogram tracking are enabled. Required is only available when both program tracking and subprogram	The reporting type designates how the time entered in this category should be calculated for CMR/AFS reports (i.e. Support or Direct). This option is available when program tracking is enabled and the assigned				
	tracking are also required.	programs includes W&M.			-	

The key configuration items are:

- Program: Required
- Assigned Programs: Weights & Measures
- Subprogram: None or Optional*
- W&M Reporting Type: Direct

* if you allow entry of a subprogram by making the field Optional instead of None, then each time entry will either be counted as a Program Direct Hours if a subprogram is specified on the timesheet entry, or Indirect Hours if no device type is specified.



Support Hours

Support hours can be configured for Simple or Custom Tracking categories as shown in the following screen shot:

📔 Timesheet Categories 🛛 🗙	+			0	
← → C () localhost53309/C	ountyAdmin/TimesheetCategories				\$2 🚱 E
CalCATS "	Timesheet Category Details				rvisor01 -
Manage County Time	<u>,</u> ,				
Use this page to manage the ove	Name:				
	W&M Support Time			0	Add New
	The name that will appear on the timecard.				Add New
Category Name	Туре:		E	Active?	
Administrative Support	SimpleTracking	Ŧ	Y		0 1
Ag Activity*	⑦ The type of time entry for this row. You cannot change the timesheet category type if any time entries al	ready exist for the category.	Y		00
Holiday	Simple tracking categories allow you to specify additional fields that users may or must Expenses. Use the options below to define which types of additional information to colle	complete when entering time, including Program, Subprogram, Location, Mileage, and ect for this category.	N	2	00
Pesticide Activity*	Payroll Timesheet Category:		Y		00
Sick Leave	Work Time	N		00	
Special Projects	The category these hours will be counted in when reporting for payroll. The available options below depend on whether you pick a work or non-work payroll category.				10
Vacation	Program:				0 1
W&M Activity*	Required				00
W&M Device Direct Time	Type of program tracking for this category. Programs are Ag. W&M, etc. The Program assigned on time records defines where the time appears on the CMR/CAR and/or AFS reports. Time with no Program assigned will be allocated as indirect support time.				00
W&M Indirect Time - Option 1	Available Programs	Assigned Programs	N		00
W&M Indirect Time - Option 2	Agriculture	Weights & Measures	N		00
W&M Program Direct Time	Pesticide Use Enforcement		Y		1
W&M Support Time	Underground Storage Tanks		N		00
* - this is an automatic tracking category.	Aboveground Storage Tanks				
CalCATS Version 1.3.0.0. © 2021 C	Air Pollution Control				
	Airport *				
	Subprogram:				
	None	۲			
	⑦ Type of subprogram tracking for this category. Subprograms are Pest Detection, Weighing Devices, etc.				
	Device Type:	W&M Reporting Type:			
	None	Support *			
	Type of device type tracking for this category. This option is available when program tracking and subprogram tracking are enabled. Required is only available when both program tracking and subprogram	The reporting type designates how the time entered in this category should be calculated for CMR/AFS reports (i.e. Support or Direct). This option is available when program tracking is enabled and the assigned			
	tracking are also required.	programs includes W&M.			-

The key configuration items are:

- Program: Required
- Assigned Programs: Weights & Measures
- Subprogram: None
- W&M Reporting Type: Support



Using a More Flexible Configuration

It may be desirable to create several Timesheet Categories each of which has a specific purpose (i.e., each Timesheet Category handles only one of the five time entry types). This can make it easier for staff to know which row to enter time and limits the required or allowable selections in each category. However, CalCATS can be configured with fewer Timesheet Categories if you allow the selections made on each timesheet entry to drive the CMR destination for the time entered. Looking at the Timesheet Category configuration screen:

Timesheet Categories X	+			0	D ×
← → C ③ localhost53309/Co	untyAdmin/TimesheetCategories				🖈 🥝 i
CalCATS **	Timesheet Category Details				rvisor01 👻
Manage County Time	Name				
Use this page to manage the ove	Weld Indirect Time Option 2				
	The name that will appear on the timecard.			0	Add New
Category Name	Туре:		E	Active?	
Administrative Support	SimpleTracking	•	Y		00
Ag Activity*	The type of time entry for this row. You cannot change the timesheet category type if any time entries all	eady exist for the category.	Y		1
Holiday	Simple tracking categories allow you to specify additional fields that users may or must or Expenses. Use the options below to define which types of additional information to colle	complete when entering time, including Program, Subprogram, Location, Mileage, and ct for this category.	N		00
Pesticide Activity*	Payroll Timesheet Category:		Y		00
Sick Leave	Work Time	•	N		00
Special Projects	The category these hours will be counted in when reporting for payroll. The available options below depend on whether you pick a work or non-work payroll category.				0 1
Vacation	Program:				0 1
W&M Activity*	Required				00
W&M Device Direct Time	Type of program tracking for this category. Programs are Ag. WBM, etc. The Program assigned on time records defines where the time appears on the CMR/CAR and/or AFS reports. Time with no Program assigned will be allocated as indirect support time.			2	00
W&M Indirect Time - Option 1	Available Programs	Assigned Programs	N		00
W&M Indirect Time - Option 2	A A		N		0 1
W&M Program Direct Time	Agriculture Pesticide Use Enforcement	weights & Measures	Y	2	0 1
W&M Support Time	Underground Storage Tanks		N	•	00
* - this is an automatic tracking category	Aboveground Storage Tanks				
CalCATS Version 1.3.0.0. © 2021 C	Animal Shelter Air Pollution Control				
	Airport 4				
	Subprogram:				
	Optional	*			
	Type of subprogram tracking for this category. Subprograms are Pest Detection, Weighing Devices, etc.				
	Device Type:	W&M Reporting Type:			
	Optional 🔹	Direct			
	Type of device type tracking for this category. This option is available when program tracking and subprogram tracking are enabled. Required is only available when both program tracking and subprogram	The reporting type designates how the time entered in this category should be calculated for CMR/AFS reports (i.e. Support or Direct). This option is available when program tracking is enabled and the assigned			
	tracking are also required.	programs includes W&M.			

This configuration allows the employee to specify the subprogram and device type on each entry they make. The timesheet entry screen looks like this:

CalCATS TIM	Wed. 10/6/2021 - W&M Indirect Time - Option 2						upervisor01 ×
	Use the clock icon on each entered row to allocate time codes per activity (regular, overtime, etc.). The clock icon is not available while you are editing the row.						
Payroll Period: 🔶 2021-20	Program	Subprogram	Device Type	Hours			
Move:	Weights & Measures	Measuring Devices	Choose one 🔻	4	✓ × ©	Cancel: Esc Time Codes: T, Ct	r2 + 0
	Click to add item		Choose one	÷	+	Fri	Sat
	Shortcuts (not available when editing): tab to select	new row, up / down arrow to navigate rows, space b	CNG Meters	Î		Oct 08	Oct 09
Administrative Support			Electric Submeter				
Ag Activity			Electric Submeters - other		Close		
Holiday			EVSE				
Pesticide Activity			Fabric/Wire Meter				
Sick Leave			Grease & Lube Meters	*			



Each entry on the timesheet might specify program only, program and subprogram, or program, subprogram, and device type. The CMR destination depends on what is specified for the time entry:

Program Only -> Indirect Hours

Program and Subprogram -> Program Direct Hours

Program, Subprogram, and Device Type -> Device Hours (Direct)

Using the Audit Report

The Time Audit report will tell you where each timesheet entry will go on the CMR:

Autoleur 🕭 🔿 🔛 🞲 - 🖓 - 🔹	madit_20211005.ebs +	P Sterth		John Hassback 🤫 🧷 🖬 — 🗆 X
File Home Insart Page Layout Formulas Data Review Vis	er Help			년 Sharo 🗘 Comments
$\begin{array}{c c c c c c c c c c c c c c c c c c c $	8 Weap Test Date → Marge & Center → S → % 9 11 40 Forester ent E Number E	Normal Dad Good Neural Itenal Formats Check Coll Explanatory Input United Coll standard Standard Standard Standard United Coll United Coll	Calculation → <t< td=""><td></td></t<>	
A1 · T × · fe CalCATS Time Audit Report				
A 8 C	D 6 F	G R I J	K L M N O P	Q R S T U V W -
1 CalCATS Time Audit Report				
2 Date Employee Name Category 4 10/4/2021 Supervisor01 W&M Activity	Exclude? Program Subprogram Weights & Measures Quantity Control	Contract Classification Location Detail Safeway #2398 Safeway #2398 - Tests - Packages	AFS CMR Hours Miles Expenses Remarks Other Programs Direct Time Device Hours 8	
5 10/5/2021 Supervisor01 W&M Device Direct Time 6 10/5/2021 Supervisor01 W&M Indirect Time	Weights & Measures Measuring Device Weights & Measures	\$	Other Programs Direct Time Device Hours 6 Other Programs Direct Time Subprogram Allocation 2	
10/6/2021 Supervisor01 W&M Program Direct Tin 10/7/2021 Supervisor01 W&M Support Time 10/9/2021 Supervisor01 W&M Advive	Weights & Measures Petroleum Weights & Measures Weights & Measures Weighing Devices	Safeway #7398_Safeway #7398 - Counter Scale <100	Other Programs Direct Time Subprogram Direct Time 8 Other Programs Direct Time Support Hours 8 Differ Programs Direct Time Device Hours 2	
10 10/8/2021 Supervisor01 W8/M Indirect Time 11	Weights & Measures		Other Programs Direct Time Subgrogram Allocation 1	
12 13				

The CMR column designates the destination for each time entry – it's a great place to look if you think that some hours have ended up in the wrong place.