



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.
2. **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 Category Details

Name:

Type:

Payroll Timesheet Category:

Program:

Available Programs: Agriculture, Pesticide Use Enforcement, Underground Storage Tanks, Aboveground Storage Tanks, Animal Shelter, Air Pollution Control

Assigned Programs: Weights & Measures

Subprogram:

Device Type:

W&M Reporting Type:

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:

Timesheet Category Details

Name:

Type:

Payroll Timesheet Category:

Program:

Available Programs: Agriculture, Pesticide Use Enforcement, Underground Storage Tanks, Aboveground Storage Tanks, Animal Shelter, Air Pollution Control

Assigned Programs: Weights & Measures

Subprogram:

Device Type:

W&M Reporting Type:

The key configuration items are:

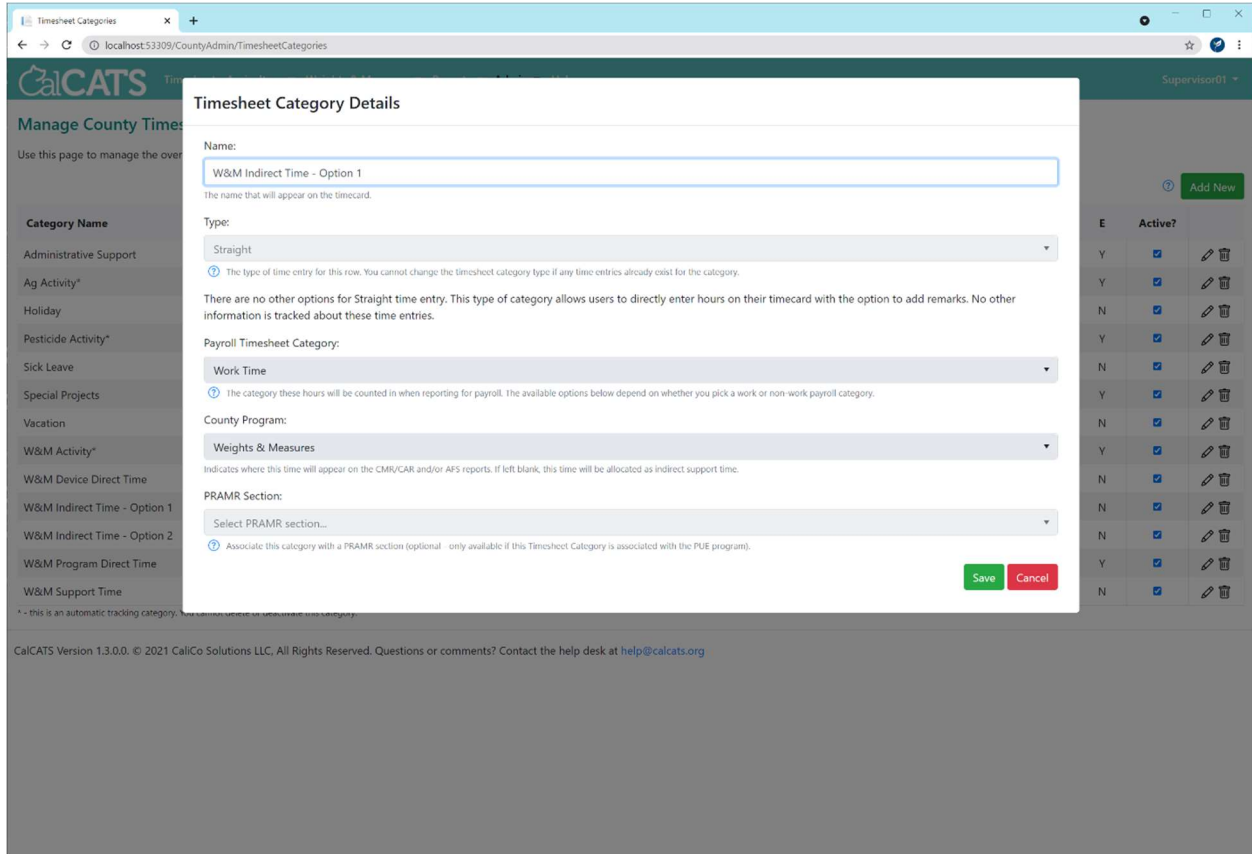
- Program: Required
- Assigned Programs: Weights & Measures
- Subprogram: Required
- Device Type: None or Optional*
- W&M Reporting Type: Direct

* 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:



The key configuration items are:

- County Program: Weights & Measures



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

Timesheet Category Details

Name: W&M Indirect Time - Option 2
The name that will appear on the timecard.

Type: SimpleTracking
The type of time entry for this row. You cannot change the timesheet category type if any time entries already exist for the category.
Simple tracking categories allow you to specify additional fields that users may or must complete when entering time, including Program, Subprogram, Location, Mileage, and Expenses. Use the options below to define which types of additional information to collect for this category.

Payroll Timesheet Category: Work Time
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.

Program: Required
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.

Available Programs: Agriculture, Pesticide Use Enforcement, Underground Storage Tanks, Aboveground Storage Tanks, Animal Shelter, Air Pollution Control

Assigned Programs: Weights & Measures

Subprogram: Optional
Type of subprogram tracking for this category. Subprograms are Pest Detection, Weighing Devices, etc.

Device Type: Optional
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 tracking are also required.

W&M Reporting Type: Direct
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 programs includes W&M.

E	Active?		
Y	<input checked="" type="checkbox"/>		
Y	<input checked="" type="checkbox"/>		
N	<input checked="" type="checkbox"/>		
Y	<input checked="" type="checkbox"/>		
N	<input checked="" type="checkbox"/>		
Y	<input checked="" type="checkbox"/>		
N	<input checked="" type="checkbox"/>		
N	<input checked="" type="checkbox"/>		
Y	<input checked="" type="checkbox"/>		
N	<input checked="" type="checkbox"/>		

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 Category Details

Name:

Type:

Payroll Timesheet Category:

Program:

Assigned Programs:

Subprogram:

Device Type:

W&M Reporting Type:

E	Active?
Y	<input checked="" type="checkbox"/>
Y	<input checked="" type="checkbox"/>
N	<input checked="" type="checkbox"/>
Y	<input checked="" type="checkbox"/>
N	<input checked="" type="checkbox"/>
Y	<input checked="" type="checkbox"/>
N	<input checked="" type="checkbox"/>
N	<input checked="" type="checkbox"/>
N	<input checked="" type="checkbox"/>
Y	<input checked="" type="checkbox"/>
N	<input checked="" type="checkbox"/>

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:

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



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:

Date	Employee Name	Category	Exclude?	Program	Subprogram	Contract	Classification	Location	Detail	AFS	CMR	Hours	Miles	Expenses	Remarks
10/4/2021	Supervisor01	W&M Activity		Weights & Measures	Quantity Control						Other Programs Direct Time	8			
10/6/2021	Supervisor01	W&M Device Direct Time		Weights & Measures	Measuring Devices			Safeway #2398	Safeway #2398 - Tests - Packages		Other Programs Direct Time	6			
10/5/2021	Supervisor01	W&M Indirect Time		Weights & Measures							Other Programs Direct Time	2			
10/4/2021	Supervisor01	W&M Program Direct Time		Weights & Measures	Petroleum						Other Programs Direct Time	8			
10/7/2021	Supervisor01	W&M Support Time		Weights & Measures							Other Programs Direct Time	8			
10/9/2021	Supervisor01	W&M Activity		Weights & Measures	Weighing Devices			Safeway #2398	Safeway #2398 - Counter Scale <100 B		Other Programs Direct Time	7			
10/6/2021	Supervisor01	W&M Indirect Time		Weights & Measures							Other Programs Direct Time	1			

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.