



SAN JOSE POLICE DEPARTMENT

TRAINING BULLETIN

TO: ALL DEPARTMENT PERSONNEL

FROM: Anthony Mata
Chief of Police

**SUBJECT: SECONDARY EMPLOYMENT
TIMECARD**

DATE: September 28, 2022

Bulletin #2022-033

The Duty Manual requires officers to report all hours of secondary employment worked (uniformed, non-uniformed, and Department-sponsored special overtime assignments) on the Secondary Employment Timecard.

The Secondary Employment Unit developed an online form that replaces the paper and PDF versions of the tracking form. Officers may access the form by [CLICKING HERE](#) or accessing the link on the Secondary Employment Unit Intranet page.

Per Department memorandum #2022-050 and Duty Manual section C 1543, the Secondary Employment Timecard shall be submitted online biweekly to coincide with the end of the City pay period.

The Secondary Employment Unit will review the timecard to ensure all uniformed secondary employment hours and Department-sponsored special overtime assignment hours are accurately reflected in the Department's staffing software.

A handwritten signature in black ink, appearing to read "A. Mata".

Anthony Mata
Chief of Police

AM:SD:JK

Attachment 1: Secondary Employment Timecard Guide

Attachment 1: Secondary Employment Timecard Guide

[Click Here to access the online form](#) or Click on “Secondary Employment Time Card” on the Department’s Intranet page for Time Card Entry.

Follow these instructions:

1. Enter your Name, Badge, Email, Phone Number and Supervisor’s email

First Name *	Last Name *	Badge *
		3669
Email * Personal or Work Email	Cell Phone *	Direct Supervisor Email *
		2888@sanjoseca.gov

2. Add the date of the first Sunday of the pay period and the last Saturday of the pay period. *Click on the link for the payroll calendar if you need the correct dates for the pay period.*

 [Click Here to view the Payroll Calendar](#)

Enter ALL Secondary Employment Assignments worked during the pay period.

Timecards are due the Sunday after the pay period ends.

The reported hours will be validated in E-resource by SEU staff and sent to the employer for payment.

First Sunday of the Pay Period *	Last Saturday of the Pay Period *
MM/dd/yyyy	MM/dd/yyyy

3. Under Week 1, select the green button “Add Work Hours” to add the assignment details. If you need to remove an entry select “Remove Work Hours.”

 **ADD WORK HOURS**

REMOVE WORK HOURS

4. Repeat these steps under week 1 and 2 until all secondary employment hours are added.
 - a. *C 1543: Officers will report all hours of secondary employment worked: uniformed, non-uniformed and Department-sponsored special overtime assignments*
5. Check the box confirming the dates and hours are true and accurate.
6. Complete the digital signature
7. Check the “Captcha” button
8. Select “Submit”
 - The form will be assigned to SEU staff to review. Once approved, you and your supervisor will receive an email with a PDF attachment of the timecard.
 - You may receive a request for additional information by email if the SEU staff member needs more details. Click the link to return to the form and complete the steps requested and resubmit the form.

Questions? Call the Secondary Employment Unit - Phone Number: 408-277-4980