

Time Sheets

351.1 PURPOSE AND SCOPE

To set forth the policy and procedure relating to time sheet preparation. This policy applies to all employees.

351.2 AUTHORITY AND REFERENCES

- Executive Committee

351.3 POLICY

Time sheets will be completed each pay period. They will be filled out accurately and signed by the employee, and the supervisor shall review, approve and sign the time sheet.

351.4 PROCEDURE

- (a) Time sheets will be prepared by each employee using the various leave categories listed on the time sheets. Refer to individual policies on leave status for details on the rules of their use. Absences will be reported in RED on the departmental time sheet by date and number of hours, the type of absence to be indicated by the following code.
- (b) All time worked and leave time used will be reflected on the time sheet. No separate "off the record" listings of time are authorized.
- (c) Each employee will total the hours for the pay period in the first set of boxes at the bottom of their time sheet.
- (d) Time sheets will be submitted to the payroll clerk(s) on the date established by the County Auditor-Controller in order to have time to accurately compute and post time. This is normally a Wednesday. An exemption for Organization 254, Juvenile Institutions, has been approved so that payroll is not due to the Auditor-Controller until Thursday.
- (e) Employees whose positions are grant funded will prepare and submit a Special Projects time sheet, which is like the regular ones but also contains a section for the employee to note the hours spent on the grant project.
- (f) Time sheets and the Attendance Report will be retained for five years from the end of the fiscal year in which they were created. Ancillary records such as the Personnel Report, Employee Leave Balance, will also be stored for five years. All these reports will be stored in a secure location.
- (g) Time sheets will not be processed unless signed by the employee and supervisor. All overtime is to be initialed by the supervisor.

Date: 06/01/1992