3-02/330.00 - Daily/Weekly Time Sheets

Each unit shall maintain a record of each employee's time for each day on the paper daily or weekly time sheet. The time sheet shall be maintained in alphabetical order by shift.

Policy

- It is the responsibility of scheduling or other designated supervisory personnel within each unit to ensure that the time of each employee is accounted for each day and that an approved, accurate, and complete record is provided to the unit's time accountant by the appropriate deadlines;
- All corrections to the time variances or hours worked shall be submitted to the unit's time accountant in writing;
- All work schedule changes shall be submitted to the unit's time accountant, in writing, at least two weeks prior to the effective date; and
- Information recorded on time documents shall be made in permanent ink and shall not contain corrections made with any type of error masking application (e.g., liquid correction fluid, "white-out," correction tape, etc.). Corrections shall be made, in permanent ink, with a single line out of the error and the initials of the person making such corrections.

Procedures

- Each employee shall indicate the beginning and ending time of their shift;
- When an employee's assigned duties do not allow him/her to personally indicate the beginning and ending time of their shift, it is the unit supervisor's or the scheduling unit's responsibility to complete the paper time sheet and indicate the actual hours worked by the employee, prior to submitting to the unit's time accountant;
- If an employee does not work his/her full shift, the paper time sheet shall indicate the accrued benefits being used and the number of hours (e.g., "S-2" for two hours of sick leave, "V-8" for eight hours of vacation leave);
- All Absence Request forms (SH-R-96) shall reflect a second and third selection of accrued benefits as to how the time off shall be carried;
- All paper daily time sheets shall be submitted to the unit's time accountant no later than the following business day;
- All paper weekly time sheets shall be submitted to the unit's time accountant no later than Monday morning of the following week, except when the 15th or the end of the month occurs prior to Friday. A photo copy of the time sheet(s) shall be given to the unit's time accountant on the 1st or the 16th of the month;
- All paper time sheets shall indicate which employees are on a leave of absence (e.g., military leave, family leave, suspension, industrial injury/illness (with the date of injury), etc.); and
- All paper time sheets shall include employee last name, first name, employee number, item number, and sub letter, employee signature, time in and time out hours, regular hours worked, overtime hours worked, and/or variance time off.