# 3-02/340.00 - Audit of Time Documents

The source documents for audit purposes by the Grand Jury and the Auditor-Controller shall be:

- Paper daily/weekly time sheet/card or in-service report
- FLSA Employee - Overtime Hours Worked Report form (SH-AD-678)
- FLSA Exempt Employee - Overtime Hours Worked Report form (SH-AD-678E)
- Reserve Deputy - Paid Hours Worked Report form (SH-AD-678R)
- CARP - Hours Worked Report form (SH-AD-678C)
- Loan - Hours Worked Report form (SH-AD-678L)
- Absence Request form (SH-R-96)

Retention periods for these documents and other major timekeeping records maintained at the units may be found in the *Time and Attendance Manual*, section TK-01/010.15, Retention Periods for Forms and Reports.