10/04 Timekeeping

Unit Orders 10/04

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Because of the permanent nature of employee time records, the following unit timekeeping procedure will be followed:

All unit employees

- 1. All employees shall be listed, in alphabetical order, on their relevant weekly time sheet.
- 2. All employees shall sign the weekly time sheet in black ink.
- 3. All employees shall sign in each day with their arrival time, and sign out with their departure time.
- 4. All employees shall note variance time in the appropriate box on the weekly time sheet.
- 5. Supervisors shall ensure that their staff follow timekeeping procedures.

Exempt employees

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Exempt employees shall be listed, in alphabetical order, on an Exempt Employee Time Sheet.

Central Supply	Warehouse:	10/04	Timekeeping

Tem	porary	emp	loyees
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Temporary employees shall be listed on a separate time sheet, for each employer and each assignment.

Off-the-streeters

Employees working at Logistics, while waiting to attend the academy, shall be listed, in alphabetical order, on their own time sheet.

Unit Commander

The Unit Commander shall have his/her own time sheet, which shall be submitted to the Bureau for approval.

Absence Time Sheets

Employees absent for a week, or longer, shall be listed on an "Absence Time Sheet."

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