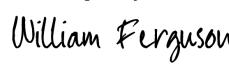


	Standard Operating Guideline: PERSON 7	
	Subject:	Payroll and Employee Time Sheet
	Effective Date:	October 1, 2015
	Revision Date:	September 1, 2023
Director:		<p>DocuSigned by:  8/23/2023 03F99B735E13429...</p>

PURPOSE: To ensure that all full and part-time employees of Franklin County Public Safety submit their time sheets in a timely and accurate manner.

1. **POLICY:**

- A. All employees of the Franklin County Department of Public Safety shall be provided a time sheet for the purpose of submitting time worked.
- B. Submission of timely and accurate time sheets is the **RESPONSIBILITY OF THE EMPLOYEE!**
- C. Overtime must be approved by the Deputy Chief of Operations or Chief of Department.
- D. Maximum work hours are 48 consecutively. If an employee works 48 hours consecutively, a 12-hour time off period is required prior to coming back to work
- E. Time sheets for full time employees shall be submitted to their respective supervisor within five (5) days of the end of the pay period or by the 18th of the month, whichever is shorter.
- F. Time sheets for part time employees shall be submitted electronically to the administrative office no later than the 18th of each month.
- G. Time sheets will be reviewed by and signed off by the Shift Management Team (SMT) prior to submission to the administrative office.
- H. Time sheets must contain a signature for the employee and supervisor.
- I. Time sheets not submitted to the administrative office on time must be handled as follows:
 - a. The employee shall take their timesheet sheet to their respective supervisors for approval and signature.
 - b. The employee must submit their timesheet directly to Public Safety administrative office.
 - c. The finance department will process to include in the month's payroll.

J. Failure to submit timely and accurate time sheets may result in disciplinary action.

 Franklin County <i>A Natural Setting for Opportunity</i>		Fire-EMS 24hr Shift Time Report																					
Emp. Name: _____				Emp. #: _____																			
Department: _____				SHIFT: <input checked="" type="radio"/> Non-Exempt		<input type="radio"/> Exempt																	
Pay Period		19-Apr-23	to	15-May-23																			
DATE	REGULAR WORK HRS	HOLIDAY HRS	VAC HRS	SICK HRS	SPECIAL PAY STANDBY	ADDITIONAL WORK HRS	OTHER HOURS	WORK HOUR REASON CODE	TOTAL HOURS														
Wednesday, April 19, 2023									0.00														
Thursday, April 20, 2023									0.00														
Friday, April 21, 2023									0.00														
Saturday, April 22, 2023									0.00														
Sunday, April 23, 2023									0.00														
Monday, April 24, 2023									0.00														
Tuesday, April 25, 2023									0.00														
Wednesday, April 26, 2023									0.00														
Thursday, April 27, 2023									0.00														
Friday, April 28, 2023									0.00														
Saturday, April 29, 2023									0.00														
Sunday, April 30, 2023									0.00														
Monday, May 1, 2023									0.00														
Tuesday, May 2, 2023									0.00														
Wednesday, May 3, 2023									0.00														
Thursday, May 4, 2023									0.00														
Friday, May 5, 2023									0.00														
Saturday, May 6, 2023									0.00														
Sunday, May 7, 2023									0.00														
Monday, May 8, 2023									0.00														
Tuesday, May 9, 2023									0.00														
Wednesday, May 10, 2023									0.00														
Thursday, May 11, 2023									0.00														
Friday, May 12, 2023									0.00														
Saturday, May 13, 2023									0.00														
Sunday, May 14, 2023									0.00														
Monday, May 15, 2023									0.00														
TOTAL WORK HOURS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00														
Third party standbys (football, race, etc)					Only 4,5, and 6 go in "other hours"				Grand Total Hours	0.00													
ADDITIONAL/OTHER HOURS REASON CODES:																							
1. Minimum Staffing OT 2. SOT (Special Ops) 3. Light Duty -> (Regular Hrs) 4. Bereavement Leave (Other)		5. Military Leave -> (Other) 6. Civil / Court Leave -> (Other) 7. Special Pay Standby -> (Green) 8. FMLA -> (Sick Hours)		9. Training 10. SMT Meeting 11. Special Project		GRAND TOTAL HRS Total Hours in Pay Period 216.0 Over-Time Hours 0.00																	
Employee Signature: _____ Date _____																							
Dept. Head Signature: _____ Date _____																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;"> SPECIAL PAY STANDBY (SEPARATE) </td> <td style="width: 10%; text-align: center;"> Vacation </td> <td style="width: 10%; text-align: center;"> Sick </td> <td style="width: 10%; text-align: center;"> Holiday </td> <td style="width: 10%; text-align: center;"> OT @ 0.5 </td> <td style="width: 10%; text-align: center;"> OT @ 1.5 </td> <td style="width: 10%; text-align: center;"> OTHER HOURS </td> </tr> <tr> <td style="text-align: center;"> 0.00 </td> <td style="text-align: center;"> 0 </td> <td style="text-align: center;"> 0.00 </td> <td style="text-align: center;"> 0.00 </td> </tr> </table>										SPECIAL PAY STANDBY (SEPARATE)	Vacation	Sick	Holiday	OT @ 0.5	OT @ 1.5	OTHER HOURS	0.00	0.00	0.00	0.00	0	0.00	0.00
SPECIAL PAY STANDBY (SEPARATE)	Vacation	Sick	Holiday	OT @ 0.5	OT @ 1.5	OTHER HOURS																	
0.00	0.00	0.00	0.00	0	0.00	0.00																	

24 Hour Employee Time Sheet



Monthly Time Report

Emp. Name: _____
 Department: Public Safety

Emp. #: _____

Non-Exempt Exempt

Pay Period

15-Aug-22 to 14-Sep-22

DATE	REG. HRS	ADDL HRS WORKED 310	VAC HRS USED 301	SICK HRS USED 320	COMP TAKEN 312	HOLIDAY HRS	OTHER HRS	TOTAL HOURS
Monday, August 15, 2022								0.00
Tuesday, August 16, 2022								0.00
Wednesday, August 17, 2022								0.00
Thursday, August 18, 2022								0.00
Friday, August 19, 2022								0.00
Saturday, August 20, 2022								0.00
Sunday, August 21, 2022								0.00
Monday, August 22, 2022								0.00
Tuesday, August 23, 2022								0.00
Wednesday, August 24, 2022								0.00
Thursday, August 25, 2022								0.00
Friday, August 26, 2022								0.00
Saturday, August 27, 2022								0.00
Sunday, August 28, 2022								0.00
Monday, August 29, 2022								0.00
Tuesday, August 30, 2022								0.00
Wednesday, August 31, 2022								0.00
Thursday, September 1, 2022								0.00
Friday, September 2, 2022								0.00
Saturday, September 3, 2022								0.00
Sunday, September 4, 2022								0.00
Monday, September 5, 2022								0.00
Tuesday, September 6, 2022								0.00
Wednesday, September 7, 2022								0.00
Thursday, September 8, 2022								0.00
Friday, September 9, 2022								0.00
Saturday, September 10, 2022								0.00
Sunday, September 11, 2022								0.00
Monday, September 12, 2022								0.00
Tuesday, September 13, 2022								0.00
Wednesday, September 14, 2022								0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								0.00

Over-Time Hours
Hrs/Pay Period

172.50

Employee Signature: _____

Date _____

Dept. Head Signature: _____

Date _____

IMPORTANT: List time in 25 (1/4) hour increments only. Comp. Hrs., Over-time Hrs., and Comp.Bank applies only to Non-Exempt employees. The "Other Hrs" column is provided to record Funeral, Military, Family Sick Leaves, etc.
DO NOT record any Comp taken in any other column other than the one provided.
COMPARE TOTAL HOURS to HRS/PAY PERIOD. If TOTAL HOURS is greater than HRS/PAY PERIOD, distribute excess hours in TO COMP BANK and/or OVER-TIME boxes. If GRAND-TOTAL HRS is less than HRS/PAY PERIOD, your pay will be decreased accordingly.
 Failure to return time sheet by the 20th of each month will result in no Vacation or Sick Leave Accruals for that month.

Daywork Employee Timesheet