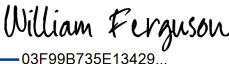

	Standard Operating Guideline: PERSON 7	
	Subject:	Payroll and Employee Time Sheet
	Effective Date:	October 1, 2015
	Revision Date:	September 1, 2023
Director:	DocuSigned by:  03F99B735E13429... 8/23/2023	

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
A Natural Setting for Opportunity



Fire-EMS 24hr Shift Time Report

Emp. Name: _____ Emp. #: _____
 Department: _____ SHIFT: Non-Exempt ☒ 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
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	5. Military Leave -> (Other)	9. Training
2. SOT (Special Ops)	6. Civil / Court Leave -> (Other)	10. SMT Meeting
3. Light Duty -> (Regular Hrs)	7. Special Pay Standby -> (Green)	11. Special Project
4. Bereavement Leave (Other)	8. FMLA -> (Sick Hours)	

GRAND TOTAL HRS

Total Hours in Pay Period **216.0**

Over-Time Hours **0.00**

Employee Signature: _____ Date: _____

Dept. Head Signature: _____ Date: _____

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

