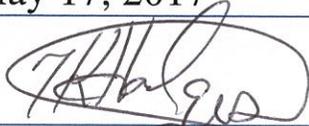


	Standard Operating Guideline: PERSON 7	
	Subject:	Employee Time Sheet
	Effective Date:	October 1, 2015
	Revision Date:	May 17, 2017
	Approval:	
	EMS Representative:	
	Fire Representative:	
Career Representative:		
Director:		

PURPOSE: To insure 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. Time sheets for FULL TIME EMPLOYEES shall be submitted to the administrative office within five (5) days of the end of the pay period or by the 18th of the month, whichever is shorter.
- D. Time sheets for PART TIME EMPLOYEES shall be submitted electronically to the administrative office no later than the 18th of each month.
- E. The accountability worksheet shall accompany each employee time sheet and shall be submitted with the time sheet.
- F. It is not the responsibility of the administrative office to remind employees to submit their time sheets.
- G. Time sheets and accountability work sheets shall be “Double Checked” by the employee for accuracy.

- H. Time sheets and accountability sheets not submitted to the administrative office on time must be handled as follows:
 - a. The employee shall bring the timesheet and accountability sheet to Public Safety administration for approval and signature;
 - b. The employee must also provide a copy of their timesheet to the administrative office; and
 - c. The employee must submit the timesheet directly to finance and a determination will be made by the finance department in reference to inclusion in the month's payroll.

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