Administration

TASK: Completing Timesheet

Task	Person Responsible	Date to be completed
1. Timesheet is located on the webpage under Policies and Procedures in Administration	Staff	Last Day of Two Week Pay Period
2. Input the pay period dates	Staff	Last Day of Two Week Pay Period
3. Input Position/Location	Staff	Last Day of Two Week Pay Period
4. Input hours under appropriate heading using the correct allocations	Staff	Last Day of Two Week Pay Period
5. Ensure hours are input into subtotal hours column	Staff	Last Day of Two Week Pay Period
6. If applicable, enter any leave without pay hours into the hours no pay column	Staff	Last Day of Two Week Pay Period
7. Enter total hours into total hours column	Staff	Last Day of Two Week Pay Period
8. Enter your totals at the bottom of the subtotal hours, hours no pay and total hours columns	Staff	Last Day of Two Week Pay Period
9. Enter number of hours in the total hours in pay period box	Staff	Last Day of Two Week Pay Period
10. Enter any notes if necessary	Staff	Last Day of Two Week Pay Period
11. Sign and date	Staff	Last Day of Two Week Pay Period
12. Ensure timesheet is sent to supervisor for signature	Staff	Last Day of Two Week Pay Period

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Task	Person Responsible	Date to be completed
13. Ensure timesheets are sent to Central Office	Supervisors	Tuesday Following Pay Period
14. Timesheets are logged in at the front desk	DEC	As they arrive
15. Managers sign off on timesheets	Managers	Before the Following Tuesday after Pay Period
16. Director signs timesheets	Director	Before the Following Tuesday after Pay Period
17. Timesheets are copied and filed	DEC	On Or Before the Following Tuesday after Pay Period
18. Timesheets are taken to the Hill	DEC	Tuesday Following Pay Period