

## 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	15 <sup>th</sup> & last day of each month
2. Input your name	Staff	15 <sup>th</sup> & last day of each month
3. Input the pay period dates	Staff	15 <sup>th</sup> & last day of each month
4. Input Position/Location	Staff	15 <sup>th</sup> & last day of each month
5. Input hours under appropriate heading using the correct allocations	Staff	15 <sup>th</sup> & last day of each month
6. Ensure hours are input into subtotal hours column	Staff	15 <sup>th</sup> & last day of each month
7. If applicable, enter any leave without pay hours into the hours no pay column	Staff	15 <sup>th</sup> & last day of each month
8. Enter total hours into total hours column	Staff	15 <sup>th</sup> & last day of each month
9. Enter your totals at the bottom of the subtotal hours, hours no pay and total hours columns	Staff	15 <sup>th</sup> & last day of each month
10. Enter number of hours in the total hours in pay period box	Staff	15 <sup>th</sup> & last day of each month
11. Enter any notes if necessary	Staff	15 <sup>th</sup> & last day of each month
12. Sign and date	Staff	15 <sup>th</sup> & last day of each month
13. Ensure timesheet is sent to supervisor for signature	Staff	15 <sup>th</sup> & last day of each month
14. Ensure timesheets are sent to Central Office	Supervisors	16 <sup>th</sup> and 1 <sup>st</sup> of each month
15. Timesheets are logged in at the front desk	ITC	As they arrive
16. Area Coordinators sign off on timesheets	Area Coordinator	Before the 20th
17. Managers sign off on timesheets	Managers	Before the 20th
18. Director signs timesheets	Director	Before the 20th
19. Timesheets are copied and filed	ITC	Before or on the 20th
20. Timesheets are taken to the Hill	ITC	5 <sup>th</sup> and 20 <sup>th</sup> of each month