

Area: Fiscal Systems

Subject: FS14 - Payroll Time Sheet

Reference:

Policy: Employees working overtime, double-time, out of classification, or on a Tracking of Authorized Personnel (TAP) will complete a Payroll Time Sheet form.

Procedure:

1. Employees working overtime, double-time, out of classification, or on a Tracking of Authorized Personnel (TAP) will complete a Payroll Time Sheet form. Time sheets must be signed, dated, completed, and submitted to the assigned Supervisor no later than the 15th of the month. Time sheets dated or delivered to supervisors after the 15th will be delayed one pay period.
 - a. The employee will enter their Name and Social Security Number
 - b. The employee will enter the appropriate Position and Location or Dept./Program
 - c. The employee will check the appropriate box indicating Employment Status and Type (s) of Hours Submitted.
2. The supervisor will hand deliver each Payroll Time Sheet form to the Receptionist's In-box at the H Street office on or before the work day following the 15th of the month. The supervisor will follow through for appropriate signatures and approval
 - a. Route mail will not be used to submit time sheets regardless of the date of submission. Time sheets require special handling.
3. Receptionist will date stamp each received Payroll Time Sheet form and place in the assigned Sr./Data Technician's in-box for coding.
4. The Sr./Data Technician will provide the appropriate account number on each Payroll Time Sheet form and return it to the Receptionist's in-box.
5. The Receptionist will file a copy of each Payroll Time Sheet form and submit the original to payroll the day of receipt.

Supervised by: Director II, Director I and Division Management Staff

Performed by: Division Staff

Forms needed: Payroll Time Sheet form AD-43

Frequency: Monthly