

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.13
TIMESHEETS



Adopted: 12/20/16
Reviewed: 03/21/18
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher".

Purpose: To outline the method for recording hours worked by an employee during a specified period, as well as the method for recording hours claimed by the employee as annual leave, sick leave, holiday, or any other effects on the employee's pay.

References: The Fair Labor Standards Act FLSA

Procedure:

1. Timesheets are to be completed in their entirety by all non-exempt paid employees.
2. Employees shall record when they begin and end each day worked in the Regular Time or Overtime columns.
3. The work week is 08:00 Monday through 07:59 the following Monday.
 - a) The day of the week may be abbreviated.
 - i. Example: Mon, Tu, Wed, Th, Fri, Sat, Sun.
 - b) All time is recorded in military time.
 - i. Example: one o'clock post meridiem is written as 13:00.
 - c) Hours are recorded as a percentage.
 - i. Example: one hour and thirty minutes is recorded as 1.5 hours.
 - d) A detailed explanation must be included for all overtime claimed.
4. Paid time off and other types of pay shall be recorded as hours in the appropriate "Other" column.
 - a) Compensatory Time.
 - b) Kelly Days.
 - c) Out of Class pay.
 - d) Holiday.
 - e) Sick Leave.
 - f) Annual Leave.
5. Employees must sign and date to certify all time recorded is true and correct.
6. Timesheets for the 1st through the 15th of the month shall be scanned and sent electronically to admin@scfd8.org by the 16th of the month.
7. Timesheets for the 16th through the last day of the month shall be scanned and sent electronically to admin@scfd8.org by the first day of the following month.
 - a) All completed original timesheets are to be delivered or sent through interoffice mail to payroll at the administrative offices.

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.13 TIMESHEETS



Adopted: 12/20/16
Reviewed: 03/21/18
Revised: 00/00/00

Approved:

A handwritten signature in black ink, appearing to read "Tony Fisher", is written over a horizontal line.

8. Failure to submit timesheets to administration in a timely manner may result in disciplinary action and/or a delay in pay.
9. All employee timesheets will be retained by administration in accordance with Washington State Archives Records Retention Schedule.

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.02.13
TIMESHEETS



Adopted: 12/20/16
 Reviewed: 03/21/18
 Revised: 00/00/00
 Approved: *[Signature]*

Name: _____ ID#: _____ Job Title: _____ Month/Yr: _____

SPOKANE COUNTY FIRE PROTECTION DISTRICT 8																	WORK WEEK: 0600 Monday through 0759 the following Monday	
DATE	DAY	Regular Time			Overtime						Other							
		BEG	END	HRS	BEG	END	PAY	ACC	EXPLANATION	AUTH	COMP	KELLY	OCC	HOL	SICK	ANNUAL	OFFICE	
16																		
17																		
18																		
19																		
20																		
21																		
22																		
23																		
24																		
25																		
26																		
27																		
28																		
29																		
30																		
31																		

Total Reg Hrs: _____

I certify that the above is a full and complete report of all hours worked for the time periods indicated.

Signature: _____ Date: ___/___/___

Total OT _____

ACC _____

Comp Time _____

X 1.5

Minus Hrs Used _____

Supervisor: _____

Prior	
Earned	
Used	
Total	