

Goal:

The goal is to have a procedure in place for properly completing bi-weekly timesheets.

Scope:

To develop a procedure for:

1. Completing a Timesheet;
2. Submitting Timesheets.



1.0 Completing a Timesheet



Bonnyville Regional Fire Authority

911 Payroll Time Report

Employee Name: <input style="width: 150px;" type="text" value="1"/>					Employee No.: <input style="width: 50px;" type="text" value="2"/>																													
For Pay Period: <input style="width: 30px;" type="text" value="3"/> to <input style="width: 30px;" type="text" value="4"/>																																		
Date	Shift Start Time	Date	Shift End Time	Total Reg. Hours	Total O.T. Hours	Total STAT Reg	Total STAT O.T.	Total Vac. Hours	Sick Time	Total other hours	Total Banked Hours																							
<input style="width: 30px;" type="text" value="5"/>	<input style="width: 30px;" type="text" value="6"/>	<input style="width: 30px;" type="text" value="7"/>	<input style="width: 30px;" type="text" value="8"/>	<input style="width: 30px;" type="text" value="9"/>	<input style="width: 30px;" type="text" value="10"/>	<input style="width: 30px;" type="text" value="11"/>	<input style="width: 30px;" type="text" value="12"/>	<input style="width: 30px;" type="text" value="13"/>	<input style="width: 30px;" type="text" value="14"/>	<input style="width: 30px;" type="text" value="15"/>	<input style="width: 30px;" type="text" value="16"/>																							
				<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> </tr> <tr> <td colspan="4" style="text-align: right;">17 Totals</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> </table>																			17 Totals				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17 Totals				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00																							

Accounting/Payroll Department Use Only:

Adjustments/Notes	
<input style="width: 150px;" type="text" value="18"/>	
<input style="width: 150px;" type="text" value="19"/>	
Employee's Signature	
<input style="width: 150px;" type="text" value="20"/>	
Manager's Signature	
<input style="width: 150px;" type="text" value="21"/>	

TOTAL MONTH	
Reg Hours	0.00 (REG HRS)
O.T. Hours	0.00 (OT)
STAT Reg Hrs	0.00 STAT/STR
STAT Overtime	0.00 STOT/STOI
Vacation	0.00 (VAC)
Sick Time	0.00 (SIC)
Other Hrs	0.00 SEE NOTES
TOTAL	0.00

Regular hours are entered for all scheduled hours worked on non Stat Holidays
 Overtime hours are hours worked in excess of regular scheduled hours on a shift
 STAT hours are hours worked on a statutory Holiday and are entered in both Stat Reg & Stat OT
 Vacation hours are for vacation time taken.
 Other is for other leave as per the PERS Policy and must be specified in the notes section
 Banked Hrs. are to record O.T. to be banked. Enter as a (+) # to bank or as a (-) # to use.
 Full time staff will enter eligible STAT hours **NOT** worked under Regular hours



2.0 Submitting Timesheets

- 2.1 Timesheets have to be completed by 0600 hrs Monday morning following the end of the pay period.
- 2.2 Timesheets have to be reviewed by the Communications Supervisor or designate and submitted to Administration for final review by 1200 hrs Monday morning following the end of the pay period.
- 2.3 Timesheets due on statutory holidays may have alternate deadlines.

