

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.18
		Issue Date: May 27, 2010
		Revision Date:
CHAPTER: Fiscal Management and County Owned Property		Related Policy: APM Chapter 2, Section 14
SUBJECT: Time Card Process		Related Laws:

POLICY: Accurate time records are the only official documents which can be used to show employee hours to be paid. They allow the County to issue correct and legally defensible paychecks.

RULE:

PROCEDURE:

- I. Refer to the Administrative Procedure Manual Chapter 2, Section 14 for general instructions on completing timecards.
- II. Employees shall only fill out timecards for the current week.
 - A. Timecards may not be filled out in advance, unless the employee is on approved time management vacation. Employees on approved time management vacation will be allowed to submit timecards on their last work day prior to leaving on vacation for the timeframe they will be gone.
 - B. Under no circumstances shall employees be allowed to use any form of paid time off (time management, compensatory time, personal time, etc.) that has not been earned.
 - C. Nothing in this procedure prevents employees from participating in vacation shift bid or requesting time off in advance. The employee is responsible for ensuring sufficient paid time is in their banks prior to taking the scheduled time off.
 - D. Should an employee encounter a situation where they do not have sufficient paid time accrued, the employee must have the approval of the Sheriff, or his designee, prior to taking any time off. Employees should recognize that an unpaid status may have consequences upon insurance and other benefits. Refer to APM Chapter 3 Section 34 VI.6.
- III. PSTC Electronic Signature Policy – “By checking this box you are certifying that the hours indicated on this form are an accurate and complete reflection of the number and type of hours (overtime, work, holiday, vacation, etc) due to be compensated for the dates on this timecard at the time this timecard is submitted.”

- A. By checking the box, the employee is certifying the hours worked reflected on the timecard is accurate to the best of their knowledge. Since timecards are due on Friday, occasional changes due to shift, overtime or illness may require later changes to the timecard. The employee is responsible for notifying the immediate supervisor as soon as the error is known to request corrective action on the timecard.