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| Section: Human Resources- 101.00 |
| SOP # 101.05 | Subject: Payroll Administration  | Page: 1 of 1 |
| Effective: 02/17/2022 | Authorized: Tiffany Lamp- Asst. Director |
| Revised: | Authorized:  |

 Rural Pope County Emergency Medical Services

 Standard Operating Procedures

101.05.01 Purpose

To establish procedures for the completion and submission of payroll timesheets

101.05.02 Policy

1. The timesheet shall be complete and accurate to the best of the employee’s knowledge.

2. Timesheets must be original copies and signed by the employee prior to submission.

3. Timesheets are to be submitted on the employees’ last shift worked prior to the end of a pay period. If the employee has planned leave, then it should be completed and submitted ahead of time.

4. Employees may submit their timesheets in the completed timecard folder found on the clip board.

5. Written time sheets are REQUIRED to be filled out and turned in each week.

6. Supervisors are responsible for verifying their employee’s submitted time.

7. Supervisors are not permitted to augment or edit an employee’s timesheet for any reason. Discrepancies must be communicated to the employee who in turn will need to make the appropriate adjustments and resubmit.