

TIME SHEET POLICIES AND PROCEDURES

All employees are required to fill out a time sheet at the conclusion of each pay period.

General Policies

1. The pay period starts at 12:01 on Saturday and ends at midnight on the following Friday. (See Personnel Policies, Section 2.2.11)
2. You are entitled to overtime pay at time and a half for any hours worked in excess of 40 in the pay period. Paid leave does not count toward hours worked.
3. Fractions of hours should be recorded in fifteen (15) minute segments.
4. Your time sheet must always reflect actual hours worked as well as paid leave time, such as vacation, holiday and sick hours used.
5. Failure to submit a time sheet will result in your receiving your normal pay; however an accurate time sheet must be submitted subsequently.
6. Any errors will be corrected in a subsequent pay period.

Procedure for hourly employees

1. Enter your name and the pay period week on the top of the form.
2. Under "Department" enter the area in which you work such as library, listers office, senior center, beach, etc.)
3. Fill in the date and the time in and time out for each day worked. Enter an "x" for days off.
4. In the appropriate boxes on your time sheet, enter the total worked hours for each day. Also enter any holiday, vacation, sick leave, personal hours or other hours that you may have taken as paid leave, in accordance with your approved hours for paid absence. (See Personnel Policies Benefit Section 5.) For example a 40 hour per week employee not working on a holiday should enter 8H, indicating that he/she is due 8 hours of holiday pay. Use V for vacation, S for sick and P for personal hours. Use the "Comments" section for any explanatory notes.
5. Total the hours for each category and enter in the appropriate boxes.
6. Enter your rate of pay. This step is optional.
7. Sign and date the time sheet and give it to your immediate supervisor. If you do not have an immediate supervisor, give your time sheet to the Town Treasurer.
8. Fill out a separate sheet for each pay week.
9. Employees are encouraged to keep their own records of paid leave (vacation, holiday, personal days and sick time).

Procedure for Salaried employees

Salaried employees need not enter actual hours worked, but must enter in the appropriate boxes any vacation, holiday, sick or personal leave used. Enter a W (for worked) on days worked.

These policies and procedures are written to assure that you are paid fairly and in a manner consistent with federal law and Town policy. They serve to protect both you and the Town from illegal labor practices.