

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 of regular employees to submit a time sheet will result in receiving 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 used. Use the “Comments” section for any explanatory notes. **If you work on a holiday enter the hours worked in the “hours worked” box and enter your approved hours for holiday pay in the holiday box, such as “8H” for a full time employee or “4H” for a half-time employee. This means you will receive an extra day's pay that pay period. You may schedule another day off without pay for the lost holiday day off. If a holiday falls on a day off enter your approved hours in the holiday box so that you will receive pay for the holiday.** Total the hours for each category and enter in the appropriate boxes.
5. Enter your rate of pay. This step is optional.
6. 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.
7. Fill out a separate sheet for each pay week.
8. 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 the hours used in the appropriate boxes for any vacation, holiday, sick or personal leave taken. 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.