

A. TIME-SHEET SUBMISSION

PURPOSE

It is the policy of the City Redlands to ensure that employee pay information is complete, accurate, and properly reviewed and approved by a supervisor prior to payroll processing.

POLICY

It is the policy of the City of Redlands to adhere to the requirement that no salaries or wages will be paid until supporting documents for such salaries or wages shall have been audited and allowed by the finance director in accordance with the City Municipal Code No. 3.08.050.

PROCEDURE FOR TIMESHEET PROCESSING

At the End of Each Pay Period

Employee:

Shall complete the timesheet form provided by Management Services / Finance and sign it certifying the hours and pay codes are correct. The signed timesheet is provided to their supervisor.

- A listing of the pay codes can be found on the shared drive at the following location: \Finance Department\Payroll.
- Unless otherwise approved by the Finance Director, only utilize the timesheet form issued.
- Accrual balances provided on the timesheet form are not current, please check with your manager for your current balance.
- If applicable, attach jury duty slip.

Supervisor:

Shall review the employee's hours and pay codes, making any corrections if necessary. If a correction is made, cross out the error and initial next to the correct information. The supervisor signs the timesheet certifying the employee's hours and pay codes are correct. The supervisor provides all approved timesheets to the department director.

Department Director:

The department director approves the employee's hours and pay codes by signing the timesheets, and turns them into the Management Services/Finance Department by Noon on the Tuesday following the end of the pay period.

TIMESHEET ERRORS

Upon discovery of an error or discrepancy, notify Payroll immediately. If payroll has already been processed, a copy of the original timesheet should be submitted with the notion "AMENDED" at the top. The adjustment should be made in red ink or highlighter so the correction is clear. Most discrepancies will be processed with the following payroll. However, exceptions can be made depending on the hardship.