



VERNON PARISH POLICE JURY

TIMESHEET POLICY

POLICY

An official record of time worked and time paid is required for all police jury employees. This employee time record will be by electronic time clock, punched time card, or timesheet based on management discretion, and will be properly prepared and signed for audit and record keeping purposes.

APPLICABILITY

This policy applies to all employees of the Vernon Parish Police Jury.

This policy is effective on the date of approval and **supersedes and replaces all prior policies** and understandings, whether oral or written, relating to the subject matter hereof.

REQUIREMENTS & PROHIBITIONS

For locations with electronic time clocks and employee access to computers:

1. Employees clock in and out daily using biometric timeclocks at each location.
2. Supervisors review time clock data daily to ensure proper reporting.
3. At the end of the pay period, employees create and submit their electronic timesheet based on the time clock data.
4. Timesheets are reviewed and approved by Human Resources or the Parish Secretary and then submitted to Payroll for processing.

For remote locations with electronic time clocks, but without employee access to computers:

1. Employees clock in and out daily using biometric timeclocks at each location.
2. Supervisors review time clock data daily to ensure proper reporting.
3. At the end of the pay period, the supervisor creates an electronic timesheet for each employee based on their time clock data. That timesheet is then submitted electronically to the Parish Road Manager for approval.

4. The Parish Road Manager then reviews and approves each timesheet and submits them to Human Resources and/or the Parish Secretary for final approval.
5. Timesheets are reviewed and approved by Human Resources or the Parish Secretary and then submitted to Payroll for processing.

For locations without electronic time clocks or employee access to computers:

1. Employees must sign and date their timesheets, certifying that the hours reported as worked on timesheet was actually worked by the employee.
2. Supervisors must sign and date timesheets, certifying that the hours reported as worked on the timesheets were actually worked by the employee in his/her department.
3. Supervisors are responsible for keeping up with actual hours worked by each employee, location and/or job the employee is working on, days absent, etc.
4. Timesheets will not be submitted to payroll for payment until they are completed and signed.
5. Approved leave requests must be submitted with each timesheet for any vacation or sick leave - these must be also be signed by the employee and the supervisor.
6. Overtime approval slips must be completed and submitted with each timesheet, these must be signed by the employee, supervisor, and parish road manager. Overtime will not be paid until completed overtime requests have been turned in.

VIOLATIONS

Any authorized personnel failing to satisfy the requirements of this policy or violating the prohibitions of this policy will be subject to corrective action, including the possibility of termination.

ACKNOWLEDGEMENT

I have read the above Parish Timesheet Policy and understand that I am expected to comply with this policy.

Print Name

Signature

Date: _____