

Big Bend Community Based Care Policy & Procedure

Series: 1300: Financial Management

Policy Name: Employee Time Sheets

Policy Number: 1328

Origination Date: 1/29/2009

Revised: Board Meeting of 12/13/2018

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to maintain accurate records of time worked by each employee and ensure proper compensation is distributed.

Procedure

A. Payroll is calculated and paid on a semi-monthly cycle.

1. Time sheets are due to the Human Resources Specialist four (4) working days prior to payday. They are due by noon on the designated due date.
2. All non-exempt employees are required to complete a time sheet and submit it to their supervisor for approval. The supervisor is required to calculate the hours due to the employee, breaking down overtime and paid time off as applicable. The supervisor will then submit the time sheet(s) to the Human Resources Specialist by noon on the designated due date.
3. Accounting controls are in place to ensure separation of duties. Timesheets are prepared, approved, and submitted to the Fiscal Department. Payroll checks are processed by a Third Party independent payroll-processing firm.
4. The Human Resources Specialist processes the time sheets.
 - a. Time sheets are organized alphabetically by name and by department. Employee names are matched to a master list, determining if any are missing or if additional employees have been added. A follow-up is made to the department supervisor in either case to verify the change. If the name on the timesheet is not on the master list, then a new employee packet is required before the time sheet will be processed for payment.
 - b. The total hours to be paid are calculated to ensure accuracy. Any paid time off is verified for availability and previously submitted Paid Time-Off Request Forms are crosschecked against the time sheets.