

Effective Date:
Revised Date:
Review Date:

North Sound Mental Health Administration

Section 3000 – Fiscal: Timesheets

Authorizing Source:
Cancels:
See Also:
Responsible Staff: Fiscal Officer

Approved by: Board of Directors
Motion #: 98-072

Date: 11/19/98

POLICY #3035.00

SUBJECT: TIMESHEETS

POLICY

All employees of the NSRSN shall submit a monthly timesheet documenting actual work activity.

PROCEDURE

On the 15th of each month or on the Friday before, if the 15th falls on weekend, all employees shall submit a timesheet to the Executive Director with supporting documentation (as required). The timesheet shall be signed by the Executive Director and transmitted to the Staff Accountant for processing. The Executive Director's timesheet shall be submitted to one of the Officers of the Board for review and signature and then transmitted to the Staff Accountant. Timesheets shall reflect actual time spent on grant projects if the employee's position is supported by grant funding.

All sick leave, vacation, and compensatory time use shall be validated by an approved leave form signed by the Executive Director and submitted with the timesheet. Exempt employees do not receive compensatory time.

Refer to the Personnel Policies and Procedures Manual for further clarification of Authorized leaves.

ATTACHMENTS

None