
	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	Time Sheets
	<b>Section:</b>	Administration
	<b>Guideline Number:</b>	223
	<b>Effective Date:</b>	May 21, 2015
	<b>Reviewed Date:</b>	October 1, 2024
<b>Signature of Approval:</b>	Charles R. Pruitt Director of Public Safety 	

**PURPOSE**

To provide procedures & guidelines for the submission of accurate time sheets for payroll purposes.

**SCOPE**

Applicable to all Department of Public Safety employees.

**CONTENT**

Battalion Chiefs and Captains are responsible for time sheet submission for their shift. The guideline provides procedures to ensure proper reporting of worked hours in a timely fashion.

**PROCEDURE**

**Full-time Employees:** Battalion Chiefs and Captains will maintain regularly scheduled hours. Any additional hours worked should be sent to both your Battalion Chief and Captain by email as soon as possible.

**Part-time Employees:** Part-time employees shall enter their hours worked online via Calcium Calendar. If there is a difference from your original scheduled hours, please include a note in the comments box.

**DEADLINE**

**Full-time Employees:** Any additional hours should be reported no later than 10 am the last day of the 28 day period. Payroll calendars indicating the 28 day schedule are available online. Late reporting will be subject to disciplinary action.

**Part-time Employees:** Part-time employees must enter their time by 10 am on the Monday following the end of the time sheet period. Payroll calendars indicating the time sheet periods are available online. Late reporting will be subject to disciplinary action.