



Subject	TIMESHEETS (Deadlines and Information) (formerly titled "9.05 Timesheets (Deadlines & Information)")
Procedure Section	4 Payroll
No.	4.01
Exempt Employment Policy References	
Collective Agreement References	
Forms & Other Reference Material	MyOkanagan > Employee > Forms > Payroll > Instructional Timesheet Excel > Non-Instructional Timesheet Excel > Timesheet / Staffing Form Deadlines...
Status of Approval	Approved 30-Apr-2013 Vicki Pannell

PREAMBLE:

In order to ensure that employees are paid for time worked within a pay period, departments must report the hours worked by employees to Payroll on a timely basis.

PROCEDURE:

1. Timesheets are required for the following employees:

- Support staff
 - non-regular employees
 - additional hours for regular part-time employees
 - student employees
- Vocational
 - on-call substitute instructors
- Administrative
 - temporary and part-time administrators not on a defined work schedule.

2. Incomplete information on the timesheet could result in a delay of payment to the employee.
3. Timesheets must be authorized by the supervisor and submitted to the Payroll office by 16:30 hours on the Thursday, one week prior to pay day. The Payroll office will publish a list of payroll timesheet deadlines on an annual basis.
4. Approved timesheets may be faxed to the Payroll office. Please note that when this information is faxed the original document is NOT to be sent to the Payroll office.
5. It is important to note that in order to process timesheets the Human Resources Division must have previously received and processed an appointment for the employee for the dates covered on the time sheet. The absence of an approved appointment will result in the timesheet not being processed.
6. Manual cheques will not be issued for late timesheet submissions, except in extenuating circumstances.