

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 2: ADMINISTRATIVE POLICIES

EFFECTIVE DATE: 01-15-2000

SECTION 28: TIMESHEET REPORTING

REVISED: 02-20-2020

- 2.28.1** **PURPOSE:** To insure that all personnel have a clear understanding of their responsibilities regarding timesheets.
- 2.28.2 **RESPONSIBILITY:** It shall be the responsibility of all personnel to fill out their timesheets as accurately as possible. All regular, overtime, sick, vacation hours shall be noted. This shall include any and all exceptions to regularly scheduled hours.
- 2.28.3 **PROCEDURE:** Timesheets are due the Tuesday prior to the next payday by 1000 hours (See Pay Period/Payday Schedule).
- 2.28.3.1 Pay periods are fourteen (14) days, starting on a Saturday morning at 0000 hours and ending on Friday evening at 0000 hours.
- 2.28.3.2 Exceptions to this rule are holiday schedules. The Administrative office shall advise all stations of the date changes required by holiday schedules via e-mail.
- 2.28.3.3 Timesheets are to be e-mailed to your Company Officer to review and confirm accuracy. The shift Company Officer shall submit in e-mail all crews timesheets to Payroll by the due date.