

880.0	TIMESHEETS	880.0
Application: All Employees		References: Policy 556.0 Submission of Timesheets Policy 557.0 Pay Periods

POLICY:

It is the employees' responsibility to complete and submit a timesheet for actual hours worked for each pay period, as per the NSDRC pay schedule.

Employees are responsible for submitting their completed timesheet for review and signature to the person receiving service, their parent, legal guardian or authorized representative.

The NSDRC only accepts and processes timesheets that have been authorized by the person receiving service, their parent, legal guardian or authorized representative, failure to do so may result in a processing delay.

Employees who fail to submit their timesheet two consecutive pay periods without prior approval from their Team Leader are subject to disciplinary action.

REASONS FOR POLICY:

The timesheet is a legal document and is used to verify the exact hours and dates a person is working as a Community Based Services Support Worker with the NSDRC and to monitor and verify the direct care hours an employee has worked.

DEFINITIONS: Refer to Glossary of Definitions located in Volume 1 Association Structure and Supports for further information.

PROCEDURES:

1. Employee's record the actual days and hours worked in the appropriate section on their timesheet in a legible manner using blue or black pen, the use of whiteout red or felt pen is not permitted.
2. Timesheets are presented to the adult person receiving service their parent, guardian or authorized representative for signature to verify dates and hours worked.
3. Employees submit their signed timesheet to the NSDRC Administration Office no later than 10:00 am on the due date. Payroll schedule may be obtained from the Payroll Administrator.
4. Timesheets may be delivered in person or if after hours deposited through the front door mail slot located at 3158 Mountain Highway or submitted via fax to **604-985-7594**.
5. Employees unable to submit their timesheet on the due date contact the Community Based Services Administration Assistant and the Team Leader on or before the date due.
6. Employees record sick time or training time by completing the corresponding section on their timesheet. Refer to **Form 880.0A Timesheets** for further information.

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7. It is the employee's responsibility to notify the Team Leader immediately of any changes regarding their hours of work (e.g. shifts cancellation, no show or illness). Cancelled hours are documented with an explanation for the change in schedule.
8. Employees who receive notification of cancellation of a shift with less than 24 hours notice are entitled to claim regular hours to be worked that day to a maximum of two (2) hours.
9. Employees who report for work but no work is available are entitled to claim regular hours to be worked that day to a maximum of four (4) hours.
10. Employees requesting reimbursement for transportation and or program expenses complete the appropriate section of **Form 849.0A Program Expenses**.
11. Employees direct all question or concerns regarding days or hours worked to the Team Leader prior to submitting their timesheet.

(Sample form altered to fit)

**Form 880.0A Timesheet
Community Based Services**

Community Based Services Worker: Mary Little	Pay Period: June 3 to 17- 2006
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Person Receiving Services: **John Sample** (check box if this is a relief shift)
First name / last name

Month: **June 2006**

Date:	3	4	5	6	7	8	9	10	11	12	
Start Time:	6pm	6pm	6pm	6pm	6pm	6pm	6pm	6pm	6pm	6pm	
Finish Time:	9pm	9pm	9pm	9pm	9pm	9pm	9pm	9pm	9pm	9pm	Total Hours
Total Hours:	3	3	3	3	3	3	3	3	3	3	30
Code	S		V								

Authorized Signature (mandatory)

Codes:	S =Sick	V= Vacation	T= Training	M=Meetings	R= Relief
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