Guidelines for Classified Timesheets

1. Once you have accessed your timesheet be sure that you are in the first week of the pay period. You can change the ‘view by’ from week to time period.
2. Hours and leave need to be recorded in tenths of an hour; please do not use quarters. The tenths of an hour chart can be located in iRCC documents.
3. Record the total number of hours worked for each day. You must submit your leave request before the end of the pay period for any day(s) you were absent from work.
4. You must select ‘regular time’ as the time reporting code on the timesheet for your hours worked.
5. Breaks (meal break and fifteen minute break) cannot be used to offset a late arrival or an early departure.
6. All corrections and/or changes to your timesheet need to be completed prior to submitting the timesheet to your supervisor.
7. Be sure you are recording your hours correctly. Once you submit your timesheet and your supervisor approves it, only HR can make the adjustment.
8. Be sure to submit your hours for the entire pay period. The hours you are submitting when you select ‘submit’ are only for the page you are viewing. You need to go to the previous week in the pay period and submit those hours as well. Clicking ‘submit’ at the end of the pay period is only submitting hours for the current week you are viewing, not for the whole pay period.
9. It is your responsibility to inform your supervisor that you have submitted your timesheet. Your supervisor does not know they have a timesheet to approve until you tell them you have submitted your timesheet. Once time administration runs, your supervisor will be able to view and approve your timesheet.
10. As per policy, overtime forms must be submitted and approved prior to working the overtime. Please be sure to send this form, with the appropriate signatures, to human resources.
11. Timesheets are due no later than the last day in the pay period. It’s best to complete your timesheet on a daily basis.

Please contact Sherry George in human resources if you have any questions in regards to these instructions.