

## 955 Attendance and Leave

### 955.2.1 TIMESHEETS

In order for the Department's payroll records to be properly and accurately maintained it is necessary that weekly timesheets be submitted to APD HR for each employee. Employees are responsible for the accurate recording of their own time on the weekly timesheet.

- (a) Attendance records will be based on a work week that begins at 12:00 am on Sunday and ends at midnight on Saturday.
- (b) Within each section, an employee may be designated as timekeeper to ensure completion and proper submission of weekly timesheets.
- (c) All timesheets shall be:
  - 1. Completed by the employee unless the employee is unable in which case they will provide the information to their supervisor for completion in ink; and
  - 2. Signed and dated by the employee to attest to accuracy, when available; and
  - 3. Signed by a supervisor to indicate timesheet approval and sign on behalf of the employee when the employee is unavailable to sign in person.
- (d) Completed and signed timesheets must be turned in to APD HR no later than 4:00 pm on Thursday of each week. In the event the City calls for an earlier payroll deadline, APD HR will send notification to all sections on the deadline to turn in timesheets.
- (e) Employees are responsible for submitting a corrected timesheet to the immediate supervisor if work hours or leave type changes after a signed timesheet has been submitted. If the employee is unable to make the necessary changes, they will contact their supervisor who will make the changes on the employee's behalf. Failure to do so may be considered falsification of an official City document. Any corrections to a timesheet must be initialed by ~~an~~ the employee's supervisor.
  - 1. With the exception of FMLA adjustments, corrections will not be processed more than two pay periods following the dates(s) that need correction without approval from the officer's Assistant Chief.