

PART-TIME EMPLOYEE COMPENSATION

Timesheet

Payroll due dates will be posted on the dry erase board in the staff break room. Make sure that timesheets are placed in the Aquatic Coordinator's mailbox by 5:00 pm on the designated due date. A properly submitted timesheet must follow these guidelines:

- Use black ink ONLY.
- If using a blank timesheet, be sure to write your name and the pay period clearly
- Insert number of hours worked under the appropriate day of the month. Use only the 1st through the 15th **OR** the 16th through the end of the month
- Add up total hours worked in current pay period on the top line. Reflect time worked by indicating the time you are scheduled to begin working (according to your supervisor's schedule). Signing out for breaks longer than 15 minutes, and the time you are scheduled to leave. Sign in and out to the nearest quarter hour. For example: If you arrive at 7:42, 7:45 is acceptable. Fill in total hours worked for the day in the hours column. Reflect all amounts of times in terms of decimals. For example: 8:00 - 12:15 = 4.25. (15 minutes = .25) (30 minutes = .50) (45 minutes = .75)
- Sign your name in black ink on the appropriate line
- If you work in a variety of departments, complete a wage breakdown sheet with appropriate pay rates and attach it to your timesheet
- No staff member is permitted to work more than 40 hours in a 7-day period between Sunday and Saturday without prior approval. This holds true if you are working at one facility or department or several facilities or departments. It is your responsibility to notify your supervisor if you anticipate going over 40 hours. Part-time staff are only allowed to work the amount of hours authorized by their supervisor on a weekly/monthly basis
- You are responsible to check with your assigned supervisor before accepting a shift from another coordinator or supervisor
- Pay days are on the 5th and 20th of the month and may come sooner if the 5th or 20th fall on a weekend or a Holiday
- It is your responsibility to turn in your timesheet on time. Time sheets received after the current period's deadline will be paid at the next pay period