



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.2
Subject: Timesheets	Executed: February 1, 2011 Revised: December 31, 2011 June 5, 2015
Approved:  Scott Cullers, Fire Chief	Revised:  Allen W. Baldwin, Fire Chief

PURPOSE

To define a procedure to properly code and accurately complete bi-weekly timesheets.

PROCEDURE

It shall be the responsibility of each employee to accurately complete their timesheets in a timely manner.

1. Timesheets are retrieved from the stations every other Friday in the early morning, between 0700 and 0800 hours, unless instructed otherwise due to holidays or other department closings.
2. Personnel are to ensure their timesheets are complete by the collection date using the following steps as a reference:
 - a. Proper use of codes for each entry (see chart below)
 - b. Proper number of hours entered for each day actually worked (.25 hour increments)
 - c. Hours totaled and transferred to the far right column
 - d. Total hours for each code used entered along bottom row
 - e. Grand total of hours entered in the far right lower block
 - f. Legible signature and date entered where appropriate
3. Use only blue or black ink. Corrections should only be made by a single line through the mistake and initialed by the correcting party. Do not use whiteout or any other cover-up material.
4. Each timesheet displays the most accurate accumulation of leave balances along the top of the timesheet. This should be used when determining leave usage.

5. Shift supervisors are to review and initial each timesheet of their subordinate for accuracy prior to the collection date.
6. If an employee has not completed their timesheet due to absence (i.e. sick leave), it shall be the responsibility of the shift leader to complete and initial. In the event the shift leader is not available an Administrative Officer shall complete.
7. The codes printed at the bottom of the timesheet pertain to all City Personnel and not just Fire and Rescue. Please use the chart below for Fire and Rescue use.

Code	Description	Code	Description
FF	Funeral Leave	04	Floater Holiday
F2	Firefighter Sick Leave	05	Holiday Pay
F9	Firefighter Military Leave	10	Comp Used
01	Regular	11	Comp Earned – Time & Half
03	Annual Leave	12	Comp Earned - Straight
M1	FMLA-Annual	M3	FMLA-Sick-Fire
M4	FMLA-Floater	M5	FMLA-No Pay
M7	FMLA-Sick Bank	M8	FMLA-Comp-Fire
FC	Worker Comp-Fire	F3	Sick Bank Used-Fire
AF	Admin LV-Fire		