

MARIN COUNTY SHERIFF'S OFFICE
GENERAL ORDER MANUAL

GENERAL ORDER
GO 02-01
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DATE
2/15/89
REV: 1/18/94

TIME SHEETS

POLICY

Time sheets will be completed properly and timely in order to avoid unnecessary delay in processing for the payroll reporting system.

INSTRUCTIONS FOR COMPLETING TIME SHEETS

Each employee will be held responsible for accurately completing his or her time sheet in accordance with the following instructions.

Incomplete time sheets will ~~not~~ be accepted and consistent violations will result in disciplinary action.

The time sheet is designed for bi-weekly use and will be completed by the end of the workday.

Employee Name: Print or type ~~last name first,~~ first name, and initial.

Department: 161 - Communications
321 - Administration Division
322 - Patrol Division
323 - Investigations Division
324 - Civil Division
325 - Court Operations
327 - Task Force
331 - Jail Division
370 - OES

Job Classification: For example - Deputy, Sergeant, Lieutenant, Legal Process Specialist, Sheriff's Service Asst, etc.

Period Worked: Enter inclusive dates of pay period that the time sheet will reflect

Columns under TIME WORKED:

Day: Numbers correspond to date of entry.

In/Out/In/Out/In/Out: The time should be in the military 24-hour mode to the nearest five (5) minutes.

- a. Column 1 (IN): The time your shift started.
- b. Column 2 (OUT): The time leaving for lunch (9 hour shift) or the end of the shift (8 hour shift).
- c. Column 3 (IN): The time you return from lunch (9 hour shift) or the time overtime begins (8 hour shift).
- d. Column 4 (OUT): The time your shift or overtime ends.
- e. Column 5 (IN):
- f. Column 6 (OUT)] Optional time overtime begins and ends

For NON WORK days, one of the following symbols should replace time entries in Column 1:

- a. SDO - Sick Day Off
- b. CTO - Comp Time Off
- c. VTO - Vacation Time Off
- d. HDO - Holiday Off
- e. FH - Floating Holiday Off
- f. Shift Differential: If your classification receives shift differential pay, you should indicate the number of hours worked in the column below the shift number.

- a. For example: If you worked 8 hours on the third (swing) shift, you would put an 8 in Column 3.

Stand-by Hours: Indicate the number of hours on stand-by for pay, and submit an Overtime Form 3210-01.

Holiday Overtime: Indicate the number of hours worked on a holiday and submit Overtime Form 3210-01.

Regular Overtime: Indicate the number of hours worked in regular overtime and submit Overtime Form 3210-01. This must correspond with the times indicated in the IN/OUT column and for which pay is desired.

Compensatory Time: Indicate the number of hours worked in regular overtime. This must correspond with the times indicated in the IN/OUT column for which compensatory time is desired. Overtime Form 3210-01 must be completed.

Column under TIME OFF

All entries in these five columns must coincide with time entries indicated in the IN/OUT column.

- a. Comp: Indicate the number of hours of compensatory time taken off.
- b. Vac: Indicate the number of hours of vacation time taken off.
- c. Sick: Indicate the number of hours of sick time taken off.
- d. F/H: Indicate the number of hours of Floating holiday time taken off.
- e. W/O Pay: Indicate the number of hours worked without pay or hours of Administrative leave taken off.

Totals: The last 12 columns have a space at the bottom for totaling the entries in each column.

Employee Signature: Each employee will sign here certifying that the time sheet has been accurately completed.

RELATED STANDARDS

Marin County Code
Marin County Merit System

AFFECTED DIVISIONS:

All

DATE OF REVISIONS:

2/17/89
1/18/94
02/04/02 (replaced General Order 89-16)

By Order of :

ROBERT T. DOYLE
SHERIFF