

**Timecard**

* Fill out timecards completely
* Keep in the office at all times
* Time should be recorded on a daily basis
* Prior approval is required, by your Regional Supervisor, for any overtime (on-call excluded but must be approved before submission of timecards to payroll)
* Use the Remarks column for a description of any overtime, vacation or sick time taken
* Only write in actual time worked-leave blank if absent or a holiday/use Remarks column
* Put the total hours worked in the Total Hours column for each day along with a Total at the end of the week
* Use the Conversion Chart if needed
* Send completed, signed, dated and approved timecards by 5:00 pm on the due dates assigned on the payroll calendar
* Your signature states that you have checked for any errors and approve the time for payment

**Absentee Report**

* Use for any absence or any time away from work (excluding vacation)
* Complete the form in its entirety-the Date is the actual date of absence
* Manager absences – Complete form the day you return. Email a copy to Tanya and your Regional Supervisor
* Employee absences – Email to Tanya the day of the absence
* Record the absence on the Attendance Calendar

**Vacation Request Form**

* Verify vacation availability from employees’ Attendance Calendar-do not approve time off, if not earned, without Regional Supervisor’s approval
* Mark full days with an ( X ) and half days with ( / )
* Use the Notes column for any special remarks
* Approve request with your signature
* Email to Tanya and your Regional Supervisor in advance
* Regional Supervisor must sign approving Manager’s vacation request-email to Tanya once approved
* Obtain prior approval and signature, from Regional Supervisor, before approving vacation requests for more than one employee on the same dates
* Record time taken on Attendance Calendar

**Attendance Calendar**

* Use **one calendar,** for yourself and each employee, to keep a record of all absences for the entire year (keep all calendars in Manager’s office)
* Use to verify vacation and sick time available
* Email a copy to Tanya on the last day of each month

**Payroll Change Notice**

* Use for All changes to an employee
* Complete form in its entirety
* Obtain Regional Supervisor’s signature on all changes
* Email to Tanya upon approval