



## POLICY STATEMENT

Policy Name	<b>Timesheet Completion</b>		
Policy #	<b>412</b>	Category	<b>Finance</b>
Policy Sponsor	<b>Associate Vice-President Financial Services</b>	Previous Revision Date	<b>October 2, 2014</b>
Policy Approved by	<b>President and CEO</b>	Issue or Revision Date	<b>June 4, 2020</b>
Procedures Approved by	<b>CFO &amp; Vice-President, Administrative Services</b>	Review Date	<b>June 2025</b>

See the related [PROCEDURES](#).

### PURPOSE

The purpose of this policy is to outline the requirements of employees to accurately fill out their timesheets.

### GUIDING PRINCIPLES

1. Timesheets serve as the basis to pay employees. They verify time worked and any leaves used, and provide the basis to grant employees benefits as appropriate. This policy outlines the requirement of employees to accurately and promptly record their time worked and any leave used on their timesheets. It also sets out the requirements for supervisors reviewing and verifying timesheets.

### POLICY

1. Employees are required to submit electronic timesheets in accordance with the pay run schedules and submission deadlines established by Payroll Systems and Services.
2. An employee's timesheet must accurately reflect all of their time in the pay period, including any absences from their regular work schedule. An intentional misrepresentation of hours worked constitutes fraud in accordance with Policy 405 Fraud and Prevention and Reporting.
3. As per Policy 504-b Management Authorities Grid, an employee's timesheet must be reviewed and verified by the employee's supervisor. Each supervisor is responsible for ensuring their employees comply with all policies and procedures governing absences from work. The supervisor is expected to be alert for any signs of leave abuse.
4. Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

## **RELATED POLICIES/DOCUMENTS**

504-b Management Authorities Grid  
405 Fraud Prevention and Reporting  
703 Code of Conduct

*The Academic Collective Bargaining Agreement*  
*The Professional Services Collective Bargaining Agreement*

See the related procedures for instruction manuals, pay run schedules and timesheet deadlines.

## **APPLICABLE LEGISLATION OR REGULATIONS**

*The Saskatchewan Labour Standards Act and Regulation*  
*The Income Tax Act – Canada Revenue Agency*