



POLICY AND PROCEDURE STATEMENT

SUBJECT: Timesheet Completion	CATEGORY: Finance	NO. 412
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PREAMBLE

Timesheets serve as the basis to pay an employee. They verify time worked and any leave used, and provide the basis to grant an employee benefits as appropriate. This policy outlines the requirement of employees to accurately and promptly record their time worked and leave used on their timesheets. In addition, it sets out the requirement that supervisors must review and verify timesheets of employees.

POLICY

Employees are required to submit electronic timesheets in accordance with the pay run schedules and submission deadlines established by Payroll Systems and Services.

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 Fraud Prevention and Reporting policy #405.

As per the Management Authorities Grid (policy #504G), 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 signs of leave abuse.

Failure to comply with this policy may result in disciplinary action up to and including termination of employment.

DEFINITIONS

N/A

Approved by: President & CEO	Sponsored by: Financial Services	Current Issue Date: October 2, 2014	Page 1 of 2 #412
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PROCEDURES

Employee pay run schedules and timesheet submission deadlines are located on mySaskPolytech.

RELATED POLICIES/DOCUMENTS

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

The Academic Collective Bargaining Agreement
The Professional Services Collective Bargaining Agreement

APPLICABLE LEGISLATION OR REGULATIONS

The Saskatchewan Labour Standards Act and Regulations
The Income Tax Act - Canada Revenue Agency

AMENDMENT HISTORY

1. Original issue date: October 2, 2014
2. Revision dates:
3. Scheduled review date: October 2, 2019

Approved by: President & CEO	Sponsored by: Financial Services	Current Issue Date: October 2, 2014	Page 2 of 2 #412
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