

VIC JUBA COMMUNITY THEATRE POLICY

Title: Timesheet
Effective: February 23, 2011
Revised: September 28, 2016



1. Procedures

- a. All time worked must be entered on the timesheet by the employee only.
- b. All employees must sign their timesheet after entering hours worked. Permitting someone else, including a supervisor, to enter your hours is not permitted.
- c. The theatre will **not** compensate for time this isn't worked at the **venue** except as authorized for off-site training, meetings, trips to make local supply purchases, posting of event posters, time off under the Sick Leave and Special Leave (Bereavement) policies, or time worked off site as approved by the General Manager.
- d. Falsifying a timesheet by adding time worked when such work was never performed or by failing to subtract time from the timesheet when the employee was not present to work is a violation of this policy.
- e. Timesheets are to be completed in ink only. No pencils will be used.
- f. Timesheets must be fully completed, including a signature, by each employee and submitted to the Accounting & HR Administrator by **7:00 am on payday** (or an alternate time as requested by the Accounting & HR Administrator) to allow the Accounting Administrator time to complete his or her duties in preparing paycheques. Do not total the number of hours worked.
- g. For the final day of the pay period, the employee will enter the hours on the next timesheet.
- h. Once the timesheet has been submitted and/or completed, payment will be made within 10 days of the end of the pay period as per Alberta Employment Standards.
- i. If the employee is on leave, it is his/her responsibility to fill out the timesheet prior to leaving. If the employee is on Sick Leave, the General Manager will complete the timesheet in the employee's absence.
- j. Only the employee, General Manager, Accounting & HR Administrator or Board Designate may make a change to a timesheet. A change by another employee, even at the request of the employee to change his/her timesheet, is strictly prohibited.

- k. Employees are eligible for travel time to and from training or meetings outside of Lloydminster. In those cases, only one trip to the training/meeting and one return trip from the training/meeting can be claimed. Only the shortest distance (either from home to training or work to training) can be claimed.
- l. If a full-time employees does not work an 8-hour day, banked hours will be used. If there are no banked hours remaining, vacation hours will be used.

2. Supervisor Responsibilities

- a. The supervisor will check the employee's timesheet **prior** to signing the paycheques to ensure that the time is accurately reflected. Any time the General Manager makes an entry on an employee's timesheet, the General Manager will initial next to the entry.

3. Accounting & HR Administrator's Responsibilities

- a. It is the responsibility of the Accounting Administrator to ensure that all timesheets are attached to the employee's paycheques when paycheques are submitted for signature.

4. Instructions for Correcting Timesheet Errors

- a. If a mistake is made after reporting time and not realized until after the payroll process has been completed, the employee will notify the General Manager and Accounting & HR Administrator by email and note the correction to hours on the next timesheet.

5. Changes to the Policy

- a. Revisions to this policy can be made without notice and is the responsibility of the Finance & Admin Committee. Revisions to the policy must be approved by the Board of Directors.