

OHIO DEPARTMENT OF ALCOHOL AND DRUG ADDICTION SERVICES**EMPLOYEE BIWEEKLY WORK HOURS RECORD****A. PURPOSE**

To establish a policy to provide guidance on the Biweekly Employee Work Hours Record formally known as Time Sheet process in order to ensure accountability for all ODADAS employees.

B. POLICY

Each employee is required to submit biweekly Employee Work Hours Record accurately reflecting his/her daily work hours and leave hours used and/or accrued.

C. PROCEDURE**Employee Work Hours Record**

1. Each employee can access the Employee Work Hours Record excel spreadsheet from the shared public human resources folder S:\PUBLIC\HR\Forms\Employee Work Hours Record.
2. Using the excel Employee Work Hours Record, at the end of each two-week pay period (COB Friday of pay week), each employee must:
 - Submit all applicable leave used and overtime/compensatory time accrued via OAKS Self Service. Overtime/compensatory time accrued must have paper approval form in addition to OAKS Self Service entry. If an employee is out of the office and unable to submit the request for leave in OAKS Self Service by the cut off deadline, the employee must submit an approved paper request for leave with his/her Employee Work Hours Record.
 - Record accurate pay period start and end dates, time of arrival, time out and time in for lunch, and out time for end of shift. All applicable leave used and accrued must be recorded on the employee work hours record.
 - Attach corresponding paperwork to his/her Employee Work Hours Record (i.e., itinerary, request for training, applicable leave documentation, approved authorization for overtime or compensatory forms, etc).
 - Submit signed and dated Employee Work Hours Record to the employee's Supervisor or Division Chief in case of Supervisor's absence.

It is the employees' responsibility for submitting an accurate Employee Work Hours Record to his/her Supervisor or Division Chief each pay period by 10:00 AM payday Friday. It is the Supervisor or Division Chief's responsibility to ensure the employee's Employee Work Hours Record is verified to be accurate and submitted to payroll by close of business payday Friday.

D. IMPLEMENTATION

This policy becomes effective immediately, and rescinds previous memoranda, directives or policies on the subject.



Orman Hall, Director

2-4-11

Signature Date

Effective Date: August 13, 1990

Revised Date: February 4, 2011

Department of Alcohol and Drug Addiction Services
Employee Work Hours Record

Name John Q. Employee Area/Unit _____ Division _____

PAY PERIOD: Beginning 1/2/2011 Ending 1/15/2011

Week 1 of Pay Period

Day	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Leave/Holiday		Daily Total	Leave Hours or Holiday Pay
							# of Hours	Type Taken		
Sunday	01/02/11									
Monday	01/03/11									
Tuesday	01/04/11									
Wednesday	01/05/11									
Thursday	01/06/11									
Friday	01/07/11									
Saturday	01/08/11									
										Total Hours

Leave Type: S = sick; V = vacation; P = personal; C = comp time; B = bereavement; J = jury duty; M = military; H = holiday; O = other

Week 2 of Pay Period

Day	Date	Time In	Time Out	Time In	Time Out	Hours Worked	Leave/Holiday		Daily Total	Comp Time (Must have been Pre-Approved)
							# of Hours	Type Taken		
Sunday	01/09/11									
Monday	01/10/11									
Tuesday	01/11/11									
Wednesday	01/12/11									
Thursday	01/13/11									
Friday	01/14/11									
Saturday	01/15/11									

Leave Type: S = sick; V = vacation; P = personal; C = comp time; B = bereavement; J = jury duty; M = military; H = holiday; O = other

A compressed workweek must have prior approval by the Chief of Human Resources. Supervisors may disapprove flextime based on operational needs. I certify the above to be a true and accurate accounting of hours worked. I am _____ am not _____ working a compressed schedule.

Employee Signature: _____ Date _____

Supervisor Signature: _____ Date _____

HR Chief Signature: _____ Date _____