



## 3000 - Finance 720 - Timesheets

### 1. Policy

Hourly employees will complete timesheets to accurately represent the time worked. The Executive Director shall cause that employees paid with restricted program funds complete required timesheets compliant with state and federal laws and restricted program rules (Personnel Activity Reports). Supervisors will review timesheets for accuracy prior to approval to be processed for payroll. Falsification of time will not be allowed and shall be reported to the Executive Director immediately.