

CITY OF STANLEY TIMESHEET

NAME _____
 POSITION _____
 FROM _____ TO _____
 PAY PERIOD _____

DATE	TIME IN	TIME OUT	HOURS	FUND	DETAIL
TOTAL					

LEAVE TIME USED

DATE	TYPE	AMOUNT
TOTAL LEAVE TIME		

ACCRUAL OF COMPENSATORY TIME OR
 PAYMENT OF OVERTIME MUST BE APPROVED
 BY SUPERVISOR PRIOR TO WORKING

 EMPLOYEE SIGNATURE

 DATE



CITY OF STANLEY

4/25/2013 - City of Stanley Timesheet Procedure

In order to insure payment by the Friday following the close of a pay period, timesheets must be received by the City Clerk no later than 10:00 am on the Wednesday following the close of the pay period. An incomplete timesheet may result in either a partial or complete delay in payment until the next regularly scheduled pay date. It is the responsibility of the employee to submit an accurate record of their work, and the City of Stanley makes no promises to provide reminders that timesheets are due.

For each time period worked, the following information must be included for the Clerk to accept the timesheet for payment:

1. Date
2. Time work began
3. Time work finished
4. Hours worked
5. Fund – If work includes activities drawn from more than one fund, it should be recorded by entering as separate time periods.
 - a. General (1)- Office and administrative tasks.
 - b. Streets and Roads (2)- any work on Stanley City Streets .
 - c. Cemetery (3)- any work at the Stanley City Cemetery.
 - d. Park (4)- any work at Stanley Pioneer Park or recreation facilities including cross-country ski trail grooming but not related to City Streets or Snowmobile Groomer activities.
 - e. Community Building (61)- any work occurring at or concerning the Stanley Community Building except administrative/office tasks.
 - f. Snowmobile Groomer (62)- any work related to the Snowmobile Groomer program.
6. Detail of Activities – In order to maintain adequate records and provide necessary oversight, employees need to document their activities. This needn't be overly detailed, but should be sufficient to identify where the activity occurred and what was broadly accomplished.
7. Signature and date – By signing the timesheet, the employee is attesting to its accuracy.

These procedures have been designed by the Office of the City Clerk to insure that City funds are disbursed appropriately and to maintain a complete and accurate record of the activities of City personnel. The Clerk reserves the right to request more detail, and to invite inspection of timesheets by the Mayor and/or City Council if necessary to confirm accuracy.

City of Stanley
P.O. Box 53 Stanley, ID 83278
Tel: 208.774.2286 / Fax: 208.774.2278
www.stanley.id.gov
cityclerk@ruralnetwork.net