

Timesheets and Timekeeping Policy

Adopted date: Sep 16, 2026	Amended date:	Next Review: 2029
----------------------------	---------------	-------------------

OBJECTIVE

The objective of this policy is to ensure accurate recording of all hours worked, compliance with payroll and employment standards requirements, and timely processing of employee wages. This policy establishes clear expectations for timekeeping responsibilities and supports fair and consistent payroll practices.

Accurate timekeeping is necessary not only for payroll but also for operational and financial management. Timesheet records support:

- Budget tracking – ensuring labour costs are monitored against approved budgets and project allocations.
- Operational planning – understanding how employee time is being used so the District can plan workloads, staffing levels, and service delivery.
- Regulatory compliance – maintaining proper records required under the Employment Standards Act, including overtime, statutory holidays, and meal breaks.
- Audit and accountability – providing verifiable documentation for internal review, external audit, and transparency in District operations.
- Program evaluation – allowing the District to assess how time is spent across tasks, projects, and service areas to improve efficiency and identify resource needs.

DEFINITIONS

“Timesheet” means the record of hours worked by an employee during a pay period.

“Personnel” means all employees engaged by the District.

POLICY**GENERAL REQUIREMENT**

All personnel must accurately record all hours worked.

Time worked includes:

- regular working hours
- overtime hours
- any time performing work duties, including after-hours activity if applicable

POLICY

SUBMISSION REQUIREMENTS

Employees will be paid on a biweekly basis, with payment issued within five days of the end of the pay period.

If a timesheet is not received by the submission deadline:

- payroll will be processed using available records (including scheduled or previously recorded hours)
- any required corrections will be made in the following pay period
- the Operations Manager must provide or confirm the employee's scheduled hours where records are incomplete or unavailable

Late or missing timesheets may result in:

- inaccurate or estimated pay for that period
- adjustment in the next pay cycle once verified

PAYROLL PROCESSING

Employees will be paid on a biweekly basis in accordance with the published payroll schedule. Timesheets received by the submission deadline will be processed for that pay period.

If a timesheet is submitted late:

- payroll will be processed using available records
- corrections will be deferred to the next pay period

Due to the administrative burden of retroactive adjustments, late timesheets may result in delayed corrections and additional review requirements.

EMPLOYEE RESPONSIBILITY

Personnel are responsible for:

- submitting accurate and complete timesheets
- meeting submission deadlines
- providing sufficient detail describing the tasks performed during each work period
- promptly correcting any errors in submitted timesheets

Timesheets must include a clear description of work performed to support accurate payroll, operational tracking, and accountability.

POLICY

MANAGER RESPONSIBILITY

Supervisors are responsible for ensuring that personnel comply with timekeeping requirements. This includes:

- ensuring timesheets are completed accurately and submitted on time
- reviewing timesheets for completeness and reasonable accuracy, including task descriptions
- following up with personnel in advance of the submission deadline where required
- addressing repeated late or incomplete submissions

The Operations Manager is responsible for monitoring timesheet submission and following up with personnel to ensure timesheets are completed and submitted by the required deadline. In cases where timesheets are missing, the Operations Manager must provide or confirm scheduled hours to support payroll processing.

TRUSTEE RESPONSIBILITY

Trustees are responsible for providing timely approval of payments (within one day) where required, and for approving this policy and any future amendments to ensure it remains aligned with applicable legislation.

NON-COMPLIANCE

Failure to comply with timesheet requirements is considered non-compliance with District policies. Non-compliance will be addressed in accordance with the Code of Conduct Policy, including:

- verbal discussion
- written documentation
- further corrective measures if required

All incidents of non-compliance must be documented and placed on the employee's personnel file, consistent with existing policy requirements.

RELATED DOCUMENTS

- Code of Conduct Policy
- Conflict Resolution Policy
- Employment Standards Act (British Columbia)