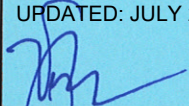


TITLE: TIMEKEEPING	POLICY NO: CDLO 207
PURPOSE: To be in compliance with the process and submission of timesheets for Payroll.	UPDATED: JULY 2021 

PROCEDURE

- Prepare a timesheet form provided by the Executive Management Office.
 1. Enter the Account Number to be charged under the Office/Division.
 2. Enter Division Code (CDLO - 0201).
 3. Enter the Employee Number in the Social Security box.
 4. Enter the Employee's Full Name.
 5. Enter the Fiscal Year.
 6. Enter the Pay Period Start Date, End Date, Pay Period Ended Date (should be the same as End Date), and the Job Order Number. The structure of the Job Order Number is as follows:
 - **0201** Department and/or Division Code
 - **21** Fiscal Year
 - **001** Control Number
 7. Fill in the data chart.
 - Dates
 - Time
 - Type of Hours (i.e. Regular, Annual, Sick, Admin, Holiday, Military, ND, Others)
 - Job Site - Location of Work
 8. Type Names of Employee, Supervisor, Certifying Officer, and Division Timekeeper (include account number to be charged, under the Certifying Officer's name)
 9. When complete, print form and have the document signed and dated accordingly by necessary personnel.
 10. Submit to the Executive Management Office (EMO) for processing.