

**INSTRUCTIONS FOR COMPLETION OF ATTENDANCE RECORD
(NON-INSTRUCTIONAL STAFF)**

ALL EMPLOYEES MUST SUBMIT A MONTHLY TIMESHEET

1. Enter employee name, Month/Year
2. If you have worked all month with no exceptions, simply check off the appropriate box. Sign and date the timesheet. Forward to your supervisor for authorization. Once your supervisor signs the timesheet they will return the yellow copy to you for your records.
3. Employees with exceptions, check off entitlements taken. Enter the appropriate date the exception occurred, the time affected and total number of days/hours taken. Enter the appropriate leave code and any remarks.

Please note the following exceptions for reporting entitlements:

If an employee works (1) hour in a half day that he/she is absent from work, entitlements will not be affected, provided the employee has prior authorization from their supervisor.

4. Overtime and TOIL Taken
 - Enter the date, hours, and salary adjustment code.
 - Calculate month end overtime hours and TOIL taken and report in TOIL Summary.
 - For definitions on the following salary codes, please see the appropriate Article in the Staff Association Collective Agreement:

WSD	Weekend Premium	Article 43
SDN	Shift Differential	Article 16
CBK	Callback	Article 17
STDBY	Standby	Article 19

- No overtime is paid unless the weekly/monthly required number of hours is worked.
- All adhoc payments must be submitted on the timesheet.
- An approved invoice must be submitted for payment of a contract. All contracts are subject to deductions, if you are an employee of The College.

If the space provided is insufficient to record entitlements taken or overtime, please attach an additional timesheet and mark as “page 2”.

5. Sign and date the timesheet. Forward to your supervisor for authorization. Once your supervisor signs the timesheet they will return the yellow copy for your records.
6. Human Resources will advise employees of any changes made on their timesheets.
7. NOTE: THE TIMESHEET MAINTAINED BY HUMAN RESOURCES IS THE OFFICIAL DOCUMENT.
8. Entitlements are not on the timesheets. Human Resources will provide each employee with a summary of entitlements three times a year. If employees have any questions regarding their entitlements, please contact Human Resources.