



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.13	Payroll Administration	PAGE: 1 OF 1
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 07/01/2018	Authorized: William Stephens, Director	

101.13.01 Purpose

To establish procedures for the completion and submission of payroll timesheets.

101.13.02 Policy

1. The timesheet shall be complete and accurate to the best of the employee’s knowledge.
2. Timesheets must be original copies and signed by the employee prior to submission.
 - a. Digital signatures are acceptable if the employee has an “Authorization for Use of Electronic Signature” on file.
3. Timesheets are to be submitted on the employees’ last shift worked prior to the end of a pay period. If the employee has planned leave, then it should be completed and submitted ahead of time.
4. Employees may submit their timesheets to their supervisor via electronic mail using the DES approved timesheet. See attachment in SOP Section 700.
5. The DES approved timesheet is the only timesheet that will be accepted for payroll processing.
6. Hand written timesheets will not be accepted unless on vary rare instances when an electronic copy of the approved timesheet is unavailable.
7. It is the sole responsibility of the employee to ensure that all appropriate forms are attached to their timesheet prior to submission:
 - a. Overtime Authorization Request
8. Overtime may be delayed if the appropriate forms are not completed, signed and submitted with the employee’s timesheet.
9. Supervisors are responsible for verifying their employee’s submitted time.
10. Supervisors are not permitted to augment or edit an employee’s timesheet for any reason. Discrepancies must be communicated to the employee who in turn will need to make the appropriate adjustments and resubmit.