
Board Governance Policy Cross Reference: [1, 14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

The Interlake School Division (ISD) uses timesheets to manage and monitor support staff payroll. There are three timesheets used by the Division.

1. **Employees' hourly time summary report** – used by IANTE and non-union staff on a school-by-school basis.
2. **Regular support staff time sheet** – used by individual employees who are unique in their position (i.e. receptionist).
3. **Substitute support staff time sheet** – used by individuals who are working on a casual basis.

1. Employees' hourly time summary report

- a) The Finance Department sets up the report and places it on Outlook.
 - This report is updated as needed.
- b) The employee is responsible to enter the hours, total hours for each week, record absent time using appropriate code found on bottom of report and must sign across from their name.
 - The Principal must review and approve all timesheets.
- c) All timesheets are to be scanned and sent to the Finance Department every second Thursday by 2:00 p.m.
 - There may be times when the report is requested at a different time due to statutory holidays.
- d) If there is a change after the timesheets are sent to the Finance Department the appropriate school shall email all changes to the attention of the payroll clerk.
- e) The Secretary-Treasurer reviews information and approves prior to submitting to payroll.

2. “Regular” support staff time sheet and “Substitute” support staff time sheet:

- a) The individual is provided a timesheet.
- b) The admin assistant completes only her/his portion and each individual completes their information requested on timesheet.
- c) The individual signs the bottom and has his/her supervisor provide approval.
- d) The timesheet is scanned and sent to the Finance Department every second Thursday by 2:00 p.m.
 - There may be times when the report is requested at a different time due to statutory holidays.
- e) The Secretary-Treasurer reviews information and approves prior to submitting to payroll.