

We had a question sent to Payroll and wanted to share the answer with you:

Subject: timesheets for next week

Here is the question:

How do we handle it if people leave next week on their last day and don't submit their timesheets or if something isn't right with it? I'm trying to get my school to make sure everything is done when they leave but there will be some that just leave and not make sure it's right. Just wondered.

Here is the response:

Have the Principal announce: All Timesheets must be complete and Submitted before leaving on the last day, if not complete - Unpaid Leave will be entered for any days not shown as worked!

Employees need to show they have worked all the days of their contract - their Timesheet must be complete and submitted.

They will be **DOCKED** for days/hours "not shown as worked" on their last Time Sheet.

Send out reminders, verbal reminders over the PA, post reminders on doors, hallways, in the workroom(s), etc.

Remind them to complete their Time Sheet. Remind them they will be **docked** for any days "not shown as worked" on their timesheet. Remind them to Submit their Time Sheet.

If all entries are on a timesheet, and the employee forgets to submit the timesheet: the timesheet can be submitted for the employee by either you or the admin, if needed.

If all entries are not on their timesheets, you should enter **Unpaid Leave** and they will be docked for any days not shown as worked.

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