

SUBJECT: **TIME SHEETS**
APPROVED BY: VP/COO Acute & Long Term Care _____
EFFECTIVE DATE: 2001 06 01
REVISED DATE: 2007 01 01
REVIEW DATE:

Purpose:

To ensure that employees are paid on time and appropriately.

Policy/Standard:

Regional Nurse II's are responsible for sending accounts of time worked for all employees to Regional office (North employees) or Nursing Office, St. Anthony (South employees) as scheduled.

Materials Required:

Time sheet form
Record of Callback/Overtime sheet (North)
Record of Overtime and Fringe Benefit Form (South)

Procedure:

1. Each employee shall submit a current callback/overtime sheet to the Nurse in Charge on a bi-weekly basis.
2. The Nurse in Charge will sign a copy of a time sheet and callback/overtime for each employee on a bi-weekly basis.
3. The Nurse in Charge or designate will fax a signed copy of the current time sheet every Monday, and every second Friday (preceding pay day) before 10:00 am (for time submitted to Happy Valley-Goose Bay office) and on Friday a.m. and Monday (preceding payday) by 10:00a.m. (for time submitted to St. Anthony office).

Reference:

Current practice