



THOMASTON PUBLIC SCHOOLS
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FRANCINE COSS, SUPERINTENDENT

TO: Thomaston Public School Employees

FROM: Francine Coss, Superintendent

DATE: January 22, 2020

SUBJECT: TIMESHEET PROTOCOL

It has come to our attention that the building secretaries and Payroll Administrator are spending an absorbent amount of time researching and following up on discrepancies and/or errors on timesheets. This practice not only places an undue burden on their time and project management, but it also sometimes places them in a peculiar situation, as your timesheet is considered a legal document.

As we hope to move toward a more automated system in the near future, we need to implement steps to alleviate these issues. That being said, the following Timesheet Protocol will be put in place effective immediately:

- Timesheets are to be submitted to building secretaries **BY NOON ON THE FRIDAY** prior to pay week.
 - Exceptions:
 - Night/Weekend custodians
 - If an employee is leaving prior to Friday for the remainder of the week, i.e. vacation, personal time, etc.
- Time reported on timesheets is expected to be **ACCURATE** upon submission.
- Any updates/changes shall be submitted by end of shift on FRIDAY prior to pay week.
- Any discrepancies/errors found will result in timesheets being returned to the employee for immediate correction. The correction will be processed in the next payroll, unless it is received prior to 9:30 am on Monday for the current payroll being processed.
- If Monday of pay week is a holiday, timesheets are not to be submitted to Building Secretaries any earlier than Friday, unless it is the employee's last working shift for that week, as stated above.
 - Timesheet changes/corrections only will be accepted, no later than 9:30 am on Tuesday morning.

- Any pre-planned changes (i.e. vacation) in an employee's schedule for the upcoming week or pay period should be submitted in accordance with the employee's contract and notification should be emailed to the building secretary, administrator and Payroll, by the supervisor (or approving party), no later than the Thursday prior to that week or pay period. Such notification must include all employees affected by the change.
- Any unexpected changes (sick, personal days) in an employee's schedule should be submitted in accordance with the employee's contract and notification should be emailed to the building secretary, administrator and Payroll, by the supervisor (or notified party), immediately upon notification, and should include all employees affected by the change.
- ALL Departments/Staff will be required to utilize the Overtime Authorization Form. No overtime will be paid unless a signed Overtime Authorization is received by Payroll along with the coordinating timesheet. If no authorization is received, the employee's normal time will be paid, and the overtime will be paid in a following pay period, once the signed authorization is received by Payroll.

10-month Employees and **Scheduled** Early Dismissal Days – Extra time worked will not be paid unless a signed permission/authorization form is received by Payroll, prior to the shortened day in question. In the case of Early Dismissal due to **Inclement Weather**, an email must be received from the building administrator for any extended hours to be approved for payment.

If you have any questions regarding this new protocol, please email fcoss@thomastonschools.org AND hr@thomastonschools.org.

Attachments: Overtime Authorization Form

Cc: Building Administrators
Building Secretaries
Payroll
Human Resources