

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING GUIDELINE**

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**ARTICLE 2: ADMINISTRATIVE POLICIES**                      **EFFECTIVE DATE: 01-15-2000**

**SECTION 28: TIMESHEET REPORTING**                      **REVISED: 04-12-2006**

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- 2.28.1**                      **PURPOSE:** To insure that all personnel have a clear understanding of their responsibilities regarding timesheets.
- 2.28.2                      **RESPONSIBILITY:** It shall be the responsibility of all personnel to fill out their timesheets as accurately as possible. All regular, overtime, sick, vacation hours shall be noted. This shall include any and all exceptions to regularly scheduled hours.
- 2.28.3                      **PROCEDURE:** Timesheets are due the Tuesday prior to the next payday by 1000 hours (See Pay Period/Payday Schedule).
- 2.28.3.1                      Pay periods are fourteen (14) days, starting on a Saturday morning at 0000 hours and ending on Friday evening at 0000 hours.
- 2.28.3.2                      Exceptions to this rule are holiday schedules. The Administrative office shall advise all stations of the date changes required by holiday schedules via e-mail.
- 2.28.3.3                      All personnel are to include the last four digits of their social security number and sign their timesheets. All personnel are to obtain supervisor's signature (i.e. Captain/Battalion Chief) on the timesheet prior to submission.
- 2.28.3.4                      Timesheets are to be e-mailed to your Duty Battalion Chief through the chain of command and a carbon copy (CC) to Payroll by the due date.