

**GRAND FORKS COUNTY
POLICY MANUAL**

POLICY NO. 103-06

Eff. 2/21/12

TIMEKEEPING PROCEDURES

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Every month an Employee Attendance Record will be turned in to the Finance and Tax Department. This form serves as the time card for county employees. The form will be turned in by the second workday of the succeeding month, signed and dated by the employee(s) and Department Manager or designee. (See examples in the Appendix.)

NOTE: Social Services employees will complete a Time at Work Record and submit to their Department Manager or designee on a monthly basis.

Nonexempt employees will annotate hours worked for each day of the month. If a partial or entire day reflects hours other than hours worked (vacation, sick leave, etc.), the Department Manager will log hours worked and hours other than worked with the applicable code found at the bottom of the page. Based on these annotations, deductions for sick leave, vacation, etc., will be compiled and posted to the employee's pay record. This adjustment will be reflected on the first pay statement of the following month. Attendance Records improperly filled out will be returned to the Department Manager for correction.

Exempt and appointed employees will document benefit hours only -- vacation, sick leave etc. Sick leave will be documented in one hour increments. Vacation hours will be logged for entire workdays. The amount of hours will reflect the scheduled workday -- that is 8, 10, and 12 hours etc.

Pay statements will reflect accrued vacation and sick leave for the month on the end of month pay statement.