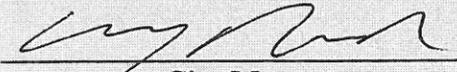


# City of Los Alamitos

## Administrative Regulation

Regulation: 1.1  
Title: Time Sheet Policy  
Authority: City Manager  
Date: December 6, 2004  
Revised:

  
City Manager

1. **Purpose:** This policy provides procedures for time sheets.
2. **Application:** This policy applies to all employees.
3. **Regulation:** Submission of bi-weekly time sheets must include appropriate coding for each day of the pay period. This includes any time off taken, or flex Friday worked/not worked. Incomplete time sheets, which do not provide the required detail, will be returned to the employee. In addition, failure to provide a time sheet in a timely manner could result in a late processing of a payroll check to said employee. Time sheets are due to Payroll no later than 9:00 a.m. on alternating Mondays.

This policy is to be carried out as described in the attached October 27, 2004 memorandum.

# City of Los Alamitos

## INTEROFFICE MEMORANDUM

TO: ALL EMPLOYEES

FROM: KEVIN PRELGOVSK, ADMINISTRATIVE SERVICES DIRECTOR

DATE: OCTOBER 27, 2004

**SUBJECT: TIME SHEETS**

The City Manager has directed a review of our in-house administrative procedures, including the updating of various Administrative Regulations (ARs). We are now working on appropriate revisions to the ARs to ensure they clearly communicate policies and procedures to all City staff. In the interim, I must request your cooperation regarding the accurate coding and timely submittal of time cards.

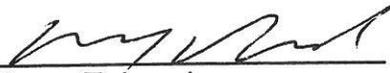
It has come to my attention that weekly time sheets have, in some cases, been submitted without full and complete coding of hours worked, time off taken, etc. Because time sheets provide the record on which compensation is based, filling them out completely and correctly is essential. Also, time cards have, in some cases, been submitted late.

Effective immediately, submission of bi-weekly time sheets must include appropriate coding for each day of the pay period. This includes any time off taken or flex Friday worked/not worked. Incomplete time sheets, which do not provide the required detail, will be returned to the employee. In addition, failure to provide a time sheet in a timely manner could result in a late processing of a payroll check to said employee. Time sheets are due to Payroll no later than 9:00 a.m. on alternating Mondays. The next due date is Monday, November 1<sup>st</sup>.

We wish to ensure that all employees are paid accurately and in a timely manner. Please ensure that your time sheets are filled out completely (including daily detail) and accurately, and submitted when due.

Should you have any questions, please contact your supervisor.

APPROVED: \_\_\_\_\_

  
Henry Taboada  
Interim City Manager

KDP:jes