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Revised Date:

**North Sound Behavioral Health Administrative Services Organization, LLC**

Section 3000 - Fiscal: Timesheets

Authorizing Source:

Approved by: Executive Director Date: 9/4/2019

Signature:

**POLICY #3035.00**

**SUBJECT: TIMESHEETS**

**POLICY**

All employees of the North Sound Behavioral Health Administrative Services Organization (North Sound BH-ASO) shall submit a bi-monthly timesheet documenting actual work activity.

**PROCEDURE**

All employees shall submit a timesheet to the Department Supervisor with supporting documentation (as required). The timesheet shall be signed by the Executive Director or his/her designee and transmitted to the Accounting Specialist for processing. The Executive Director's timesheet shall be submitted to one of the Officers of the Board of Directors (BOD) for review and signature and then transmitted to the Accounting Specialist. Timesheets shall reflect actual time spent on grant projects if the employee's position is supported by grant funding.

All sick leave, vacation and flex time used shall be validated by an approved leave form signed by their Department Supervisor and submitted with the timesheet. Exempt employees do not receive flex time. Refer to the Personnel Policies and Procedures Manual for further clarification of Authorized leaves.

**ATTACHMENTS**

None