

TIME SHEETS

Every Employee Of BHSSC Is Required To Fill Out A Time Sheet.

The 2008-2009 Timesheet will be available after May 5, 2008

A time sheet is used to record the time you worked. A template in Excel format is available on the Black Hills Special Service Cooperative's website, www.bhssc.org. After saving the Time Sheet template to *My Documents* begin by opening the Employee Information tab on the bottom left of the spreadsheet and complete the yellow areas. It is designed to fit on a single page. **Please do not alter the original format.**

You will only download a new timesheet at the beginning of the fiscal year.

Your employee class is noted on your *work agreement*. For clarification contact your fiscal manager, the Business Office or refer to the *BHSSC Personnel Policies and Procedures Manual*.

Class 2 employees submit a time sheet at the end of each month. The time sheet should cover the entire month.

The heading of the time sheet includes your name and Program Assignment(s) on the left and the Month and Year on the right. Some employees have more than one program assignment but usually not more than eight. **The name you use on your time sheet should reflect the name on your social security card.**

Class 2 employees should record their time in hours to the nearest .25 hour. If your time is distributed to more than one program, show the program(s) at the top of the columns under the Time/Program heading.

The first column is designated for the *Date* (the day of the month, i.e. 1, 2, 3). The following columns are used to record time worked.

Annual leave, sick leave, leave without pay and holidays should be recorded in the *Leave Hours* column. Identify the type of leave used in the activities column. There should be totals at the bottom of each column. A Leave Request should be attached to your time sheet if you are claiming leave. You can obtain a copy of the Leave Request from the BHSSC website, www.bhssc.org, found in the Employees Folder.

Print your time sheet and sign. It is ready to be turned in to your supervisor for verification and his or her signature. This should be done no later than the last day of the month to insure that it is submitted to the Business Office by the third working day of the following month. Total hours worked and leave used will be verified by the payroll department and entered into your personnel record.

REIMBURSEMENT GUIDELINES

Time sheets are also used to calculate reimbursements for travel expenses and other approved purchases made by an employee on behalf of BHSSC. These reimbursements are recorded in the corresponding columns under the *Travel* heading on the time sheet. **Expenses need to be noted on the date line when they actually incurred.**

MILEAGE

BHSSC encourages the use of fleet vehicles at all times for business travel. However, if you have approval to drive your own vehicle you may be eligible for mileage reimbursement.

For mileage reimbursement the *Activity/Destination Column* should identify the purpose or reason for travel as well as your destination (city). The total number of miles for which you are claiming reimbursement should be entered in the *Miles* column. Mileage will be calculated and reimbursed at the rate set at the BHSSC's annual meeting in July.

PER DIEM

You may be eligible for per diem ONLY if your travel includes an overnight stay. The rates for in-state and out-of-state per diem are available on the BHSSC website, www.bhssc.org, along with guidelines for corresponding departure and return times (be sure to use a colon to separate hours and minutes, i.e. 10:45 PM). The dollar amount of your per diem request should be placed in the *Per Diem* column.

To receive per diem, your time sheet must include the time you left in the *Depart Column* and the time you returned in the *Return Column* (using AM or PM as appropriate). If meals were included in conference registration and you chose to purchase a meal elsewhere or if someone else purchased your meal, you are not eligible for Per Diem reimbursement.

When attending a conference attach the itinerary to your time sheet.

LODGING

An overnight stay must be documented in the lodging column. If you paid for your lodging, put the amount you paid for each night's lodging in the *Lodging* column and attach the **original** receipt from the motel. If your lodging was billed directly to BHSSC, put a DB (direct billed) **and** the name of the hotel in the lodging column. If you direct billed your lodging and received a receipt for lodging, submit it to your fiscal manager immediately (**do not turn in with your time sheet**). If you stayed with family or friends, or lodging was provided for you, note that in the *Lodging* column.

Reimbursement for other travel expenses, such as cab fare or airport parking will be made with **original receipts** only. Note the dollar amount of your request in the *Reimburse* column and attach the original receipt to your time sheet.

Purchases from established vendors (vendors that have existing accounts with BHSSC) should be made with a PO and not paid for by the employee. The use of a PO avoids payment of state sales tax and may offer additional business discounts on the purchase.

Requests for other pre-approved expenses should be entered in the *Reimburse* column on the date they were incurred, and the **original receipts** attached to your time sheet. Justification must be noted on the receipt.

If you are claiming reimbursement for meals purchased for a meeting, the program and the initials of the participant(s) at that meeting must be written on the receipt or you may attach a list of participants. The amount of the reimbursement requested goes in the *Reimburse* column and the **original receipts** must be submitted with your time sheet.

Total the *Reimbursement/Lodging/Per Diem and Miles* columns. Calculate your total reimbursement requested and enter it in the box at the bottom (**electronic time sheets will automatically calculate**). Sign your time sheet and attach your original receipts for reimbursement prior to submitting to your fiscal manager.

If you have questions about travel reimbursements, contact your fiscal manager or the accounts payable clerk in the Business Office.