

Subject:	DAILY VERIFICATION OF HOURS WORKED AND LEAVE
	PPG# 6520
Chapter:	Fiscal Management
Effective Date:	9/1/2018

1.0 POLICY

- 1.1 The District shall keep true and accurate business, financial, and employment records which are deemed necessary for the effective administration of chapter RCW 50.12, WAC192-310-050 and as required by the State Government General Records Retention Schedule; Payroll Files, Retirement Verification.

2.0 RESPONSIBILITIES

- 2.1 A record of hours worked and leave taken shall be made daily and verified by the Shift Officer or Acting Shift Officer.
- 2.2 Each morning, prior to the end of shift, the Shift Officer shall review all entries, make necessary corrections, and then print a shift roster showing hours worked and leave taken for each employee. The Shift Officer shall certify the accuracy of the final document by signing at the bottom of the roster. The roster shall then be turned in to the payroll officer and will become the official record of the District.
- 2.3 Failure to comply with this policy shall constitute grounds for disciplinary action.

3.0 REFERENCES

RCW Title 50.12
WAC 192-310-050
State Government General Records Retention Schedule – Payroll Files Retirement Verification