

**ARTHUR TOWNSHIP
TIME SHEETS & RECORDS POLICY
for Employees**

1. All Township employees considered non-exempt under the Fair Labor Standards Act shall complete a time sheet for each pay period.
2. Only time sheets approved by the Town Board may be used.
3. Time sheets will show hours actually worked.
4. No employee will receive a paycheck for a period for which they have not turned in a signed time sheet. Pay periods are the 1st to the 14th and the 15th to the 31st of each month.
5. Time sheets will be turned in to the Clerk's office for payroll calculations. no later than 8:30 AM on the 1st and 15th day of each month. When the 1st or the 15th falls on a Saturday or Sunday, timesheets should be turned in on the following Monday. If Monday is a holiday, timesheets are due 8:30 AM Tuesday.
6. The Town Board will review all time sheets submitted and certify their payment. The paychecks will be signed at the Town Board meeting when approved and distributed the next day to employees.
7. The Clerk will maintain a central record of all payroll statistics.
8. The Town Board shall certify any pay due at termination of employment. No pay will be issued for any time sheet turned in later than **10** days after the termination date.