

**CAL FIRE Butte Unit**  
Policies and Procedures



Approved By:   
Darren Read, Unit Chief

Approval Date: 12/15/2016

Subject: 1000 Personnel Procedures  
Specific Subject: 1000.001 BU8 Timesheet Processing

Original Policy Date: 08/10/2013  
Revision Date: 12/15/2016

**PROCEDURE:**

The below procedures outline the timeframes for overtime to be keyed.

**\*Monday at 0800: New WP starts**

**\*Following Monday (one week after the start of the new WP) at 12:00, all timesheets are required to be electronically approved by the supervisor.**

**\*Following Tuesday (eight days after start of the new WP), Admin staff will send out the status of timesheets for reconciliation and begin auditing supervisor approved timesheets.**

**\*Third Wednesday following new WP: If all timesheets are in and correct, OT will be keyed**

Approvers must audit all timesheets confirming all overtime (OT) was approved by a FC for FF1 and a BC for all other ranks, OT is coded to the correct PCA code(s), OT is accurate (rounded to the nearest ¼ hour), location of the OT and the reason for the OT (Station 55, FC Smith Vacation), correct leave credits were used for all absences (timesheet compared to the employees schedule), notes indicate the reason for an absence (SL, FSL, etc.) with supplemental documents as required. Once the timesheet is correct it must be electronically approved by a supervisor.

The BC must audit, and approve online the Fire Captain (FC) and/or Fire Apparatus Engineers (FAE) time sheets that they supervise. The FC will audit and approve the FAE timesheets and the FC/FAE will audit and approve all FF1 and FFII timesheets.

Timesheets submitted containing errors, missing where, who, and why the employee worked OT, reason for sick leave, or coding errors will be returned to the appropriate Battalion Chief/Supervisor via email indicating what needs to be corrected.

Employees out of the unit on emergency assignments must complete the above time sheet approval process and notify their supervisor of record so it can be electronically approved. Strike Team (ST) Leaders must confirm the employees assigned to their ST complete the timesheet process. Single increment employees out of unit will complete the same process as above.