



# Medina County Policy Manual



Policy: <b>Time Sheets</b>	Section: <b>Pay Practices</b>	Number: <b>3.045</b>
Issued: <b>09/17/07</b>	Reviewed/Revised: <b>11/10/2020</b>	Page #: <b>1 of 1</b>

- A. Employee time sheets showing hours worked, sick, vacation, holiday, personal, compensatory time and leave without pay, will be captured via Kronos. Timesheets should be approved by supervisors no later than noon on the Monday of each pay period.
- B. Where a holiday falls in a pay week, time sheets are to be approved no later than 9:00 a.m. on Monday of pay week.
- C. If time sheets are not properly approved, pay may be held until the hours can be verified.
- D. In certain departments employees will be required to use a time clock.