

S.A.I. Time Sheet Instructions

Top section: Fill in basic, required information. Make sure to input correct week end date for pay period.

SAI Time Sheet

SECURITY OFFICE TIME SHEET

Name:	<input type="text"/>	Week Ending:	<input type="text"/>
Location:	<input type="text"/>	ID#:	<input type="text"/>
Document Multiple Locations	(Last 4 Digits of SSN)		

Week ending: Pay week is Friday–Thursday. Week ending date is Thursday’s date.

For example, timesheets submitted by 3pm on **Friday February 27th** will be for time worked from the previous Friday (February 20th) to the following Thursday (February 26th). Week end date for timesheets sent February 27th should have a week ending date of **February 26th** and contain all time worked from the 2/20/15 – 2/26/15.

February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Location - Location must be entered. If you work multiple locations, input your main location for the week. If location varies significantly (more than 3 , input “Multiple” under location. Document each location and time worked separately for each day.

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Middle section - The main area of the time sheet will be to document date worked (next to day of the week), location(s) and time in (on duty) and out (off duty). **Please note:** "Time in" on time sheet is **not** your arrival time, but rather the time you begin your shift. Starting earlier than scheduled requires manager approval. You may not your arrival time on your daily report.

Time should be entered in military time hours (*minutes can be input as normal). All hours must be added and entered in "Total hrs" field; otherwise the time sheet will not be submitted.

Date	Location	Time In	Time Out	Hrs. Worked	
Fri	2/20/15	Fashion Square (first location)	13:00	15:30 *	2.5
		Baldwin Park (2nd location on same day)	18:00	21:15*	3.15
Sat	2/21/15	Off			—

24-HOUR CLOCK CONVERSION SHEET (MILITARY TIME)

STANDARD	24-HOUR	STANDARD	24-HOUR
12 MIDNIGHT	2400	12 NOON	1200
12:01 AM	0001	12:01 PM	1201
12:15 AM	0015	12:15 PM	1215
12:30 AM	0030	12:30 PM	1230
12:45 AM	0045	12:45 PM	1245
1 AM	0100	1 PM	1300
2 AM	0200	2 PM	1400
3 AM	0300	3 PM	1500
4 AM	0400	4 PM	1600
5 AM	0500	5 PM	1700
6 AM	0600	6 PM	1800
7 AM	0700	7 PM	1900
8 AM	0800	8 PM	2000
9 AM	0900	9 PM	2100
10 AM	1000	10 PM	2200
11 AM	1100	11 PM	2300

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Time variances (changes) - Please note any time variances that conflict with your written schedule. (See example.) When time worked matches the time scheduled, no information is to be entered.

Note variances in schedules (ex. approved overtime, shift swaps, late arrivals, etc.)

Relieved from duty late on 2/24/15. Overtime due to working extra shift on 2/23/15 to cover for sick coworker. Approved by Chief Guilbeau.

Acknowledgements – The bottom of the time sheet lists important acknowledgements (see below). Each time a time sheet is submitted, the acceptance box must be checked. If it is not checked, the form will not be sent.

This area is a very important reminder **that late time sheets submitted after 3pm each Friday will not be processed.** Payment for the week will be **delayed** until the **next pay period** when incoming timesheets are processed. The time sheets sent are automatically and accurately date stamped through the receiving computer. With the time sheets available online and accessible from android phones, it is difficult to imagine any acceptable reason that would delay any employee's timely submissions of this important document.

Also in the acknowledgement section is a reminder that falsifying will not be tolerated. Time sheets as well as reports may be used as legal documents. It is a serious offense to misrepresent time spent patrolling, securing private and public property and other officer related duties as the validity of these actions may come under scrutiny at any time.

Time sheets are due by **3 p.m. each Friday** in order to be processed for the current pay period. Time sheets received after 3 p.m. will delay payment until the next two week pay period.

Submission of this document acts as my personal signature and approval of the total hours listed. I understand that **falsifying time sheets** will result in disciplinary actions up to and including termination.

I understand and acknowledge the above policy. **Check box to accept**

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Submitting – At the bottom of the page (far left) there is SEND button. Once the time sheet has been completed, press send and an acknowledgement of your submissions will pop up on screen. This is an indication that the form went through. If you would like an email confirmation, please enter a valid email in this section.



Your message was sent successfully. Thanks.

Important! - Please submit **ONCE**. Multiple submissions of time sheets for the same pay period will **delay** processing and payment to the employee. If for some reason you realize your time sheet is incorrect, please contact human resources at sai.humanresource@yahoo.com with TIME SHEET CORRECTIONS in subject line. Details of your time sheet corrections must be in writing. If a second submissions is necessary, you will be contacted asked to resubmit.