

3.0 PAY

3.1 TIMESHEETS

Time sheets are used to keep track of vacation, sick leave, comp time, etc. The time sheets are due in the Auditor's office on the Monday prior to each pay day. In the case of Holiday's, the Auditor's Office will instruct department heads of alternative due dates. Paychecks may be withheld if the time sheets are not filed in a timely fashion.