

From: [Cara L. Yoder](#)
To: "Karen Shawver"
Subject: RE: [External]Re: Time Sheet Policy
Date: Wednesday, September 6, 2023 3:12:00 PM
Attachments: [image001.png](#)

I was only asking because I thought it was mentioned there was a policy requiring all employees to complete a timesheet so I wanted to make sure that we had it.



From: Karen Shawver <kashawver@gmail.com>
Sent: Wednesday, September 6, 2023 11:14 AM
To: Karen Shawver <kashawver@gmail.com>; Cara L. Yoder <CLYoder@ohioauditor.gov>
Subject: [External]Re: Time Sheet Policy

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Additional information...

The auditors office has held meetings for training and sent our timesheets to departments on numerous occasions for their use. Our timesheets has all the information needed to document and authorize payment of our employees.

Sent from my iPhone

On Sep 6, 2023, at 10:13 AM, Karen Shawver <kashawver@gmail.com> wrote:

Cara

There is reference to work hours and use of time when not working in both the non bargaining ordinance as well as the employee manual. There is nothing that directly states timesheets are required for any employee.

How would any hours be entered by the payroll clerks without a document provided by an employee showing the hours worked?

There is also nothing specific that states employees would get forty hours a week even if they didn't work either.

Is that something that should be added to all the CBAs and employee ordinances?

Thanks.

Sent from my iPhone

On Sep 5, 2023, at 2:39 PM, Cara L. Yoder <CLYoder@ohioauditor.gov> wrote:

Hi Karen. One thing I thought I had, but can't seem to locate is the policy or ordinance that requires all non-bargaining unit employees that are covered by Ord 47-18 to complete a time sheet. Can you point me in the right direction? Thanks!

<image001.png>

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