

ANTRIM COUNTY
PAYROLL TIME SHEET POLICY
Policy # 1990–2.1

The policy regarding payroll time sheets reads as follows: on the time sheet, which is filed in the County Clerk's office/Payroll Department, each employee shall report only the actual hours worked. Any hours the employee is not present on the job shall not be reported as time worked. It may be reported as leave time (sick or vacation) or not reported at all. If time is made up, it must be reported on the time sheet at the time it is made up, not at the time the employee was absent. If time is made up, it must be done during the same pay period the absence occurred.