

1 Q. Further to the response to PUB-NLH-226 does Hydro have a written policy on the
2 recording of time by employees through timesheets? If yes, provide a copy of such
3 policy.
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5

6 A. The Company has a mandatory timesheet policy as outlined in the evidence, Exhibit
7 8, page 5, lines 17 to 22 and page 6, lines 3 to 6. The mandatory timesheet policy
8 was implemented on April 19, 2010. New employees are informed of the
9 mandatory timesheet policy as well as how to submit them as part of their
10 orientation. Employees are required to submit weekly timesheets to record all paid
11 hours to a work order number or, where appropriate, to various leave codes. The
12 timesheet system is automated and includes various workflows whereby
13 timesheets are completed by employees, approved by the supervisor, and
14 submitted to payroll for processing.
15

16 Employees are required to record the standard 37.5 or 40 hour work week (or less if
17 applicable for temporary or part-time employees), plus any additional overtime
18 and/or premiums. Hours must be coded in a minimum of 30 minute increments.
19 Timesheets are to be completed, approved, and submitted no later than one day
20 following the pay period end date (i.e. for pay period ending Sunday, November 24,
21 2013, timesheets must be submitted by end of day Monday, November 25, 2013.
22

23 In the event a timesheet for a permanent, permanent part-time, or term¹ employee
24 is not submitted by the deadline noted above or submitted in error (i.e. if the
25 standard hours does not match 37.5 or 40 work week), an automated notice is sent
26 to the employee's supervisor. A copy of a sample reminder email is included as

¹ An employee who is employed for a period of 12 months or greater.

- 1 PUB-NLH-323 Attachment 1. The supervisor is responsible to follow up with the
- 2 employee to ensure the late timesheet or timesheet correction is submitted in the
- 3 following pay period.

From: "HydroPayroll" <HydroPayroll@nlh.nl.ca>
To: [REDACTED]
Date: 11/26/2013 10:48 AM
Subject: Late Time Sheets

As per the time sheet policy effective April 19, 2010, all employees are to prepare weekly time sheets and code all paid hours (ie 37.5 or 40 per week) to a work order or to leave.

Below is a list of employees who have not submitted time sheets for week 1 and/or week 2 or have submitted inaccurate time sheet(s) for the pay period ended 11/24/2013. Please review and correct the issues with your staff to ensure that time sheets are submitted in an accurate and timely manner. Note again the time sheet deadline is Monday at 4:00 p.m. for the prior week.

[REDACTED]
[REDACTED]

Please do not respond to this email, but contact [REDACTED] at [REDACTED] or call [REDACTED] if you need additional information or further clarification.