

**Washington Association of Sheriffs and Police Chiefs**

**WASPC Standard Number:** 9.5

**Standard:** Payroll – The agency has a policy requiring non-exempt employees to complete a timesheet listing the number of hours worked during the pay period and that the timesheet be approved by a supervisor prior to payment.

**Assigned to:** Jamie Yoder

**Prepared by:** Jamie Yoder

**Policy Number(s):** Policy 85.68.3

**Proofs:** Agency policy 85.68.3 has been provided. A signed time sheet from June 2012 has also been provided.

**Interview With:** Sergeant Smith signed the aforementioned time sheet and will gladly discuss any question regarding the policy for timesheet approval.

**Additional Comments:** This is a sample of a completed ISSR.