

**Guidance notes for Community Services Programme (CSP) funded staff  
on Timesheet/Attendance records**

**Revised 1<sup>st</sup> January 2018**

The maintenance of timesheets is a requirement for both Manager and FTE positions as set out in Section 2.3 of the CSP Operating Manual.

Please take note of the following points in the context of ensuring accurate records.

- It is generally considered best practice to maintain a time recording system for staff. Benefits include:
  - essential for record keeping of duration of absences in respect of sick/ annual / maternity leave, etc.
  - useful in determining attendance performance for staff appraisals.
  - essential where hours fluctuate due to business needs.
  - useful in determining where resources allocated if staff working in a number of different sections i.e. Apportionment and Cost Allocation.
  - beneficial in demonstrating compliance with The Organisation of Working Time Act 1997.
- Timesheets are essential for the completion of the CSP Expenditure Returns template.
- Each individual's timesheet must clearly record the relevant daily start and finish time as well as the start and finish time for lunch.
- The timesheet template should be completed for each individual employee, printed off and retained in hard copy. Timesheets must be signed by individual employees on a weekly basis. This is irrespective of whether the service uses an online time management system.
- In the case of an online time management system where staff clock in/out via their computer, the relevant records need to be printed off, signed by the employee and supervisor, and retained in hard copy.
- The Manager or a Director must review and authorise (i.e. sign and date) the timesheets on a regular basis in advance of wage payments e.g. weekly or monthly, to ensure that the CSP required working hours are being adhered to as set out by the CSP programme.

Please note: Pobal has been instructed by the Department that each full-time equivalent position equates to 39 hours work per week exclusive of lunch breaks.

- CSP contract-holders' time sheets/attendance records will be reviewed by Pobal's audit section as part of a verification visit to ensure there is a clear and transparent audit trail from the timesheet to the payroll records and to the bank payments to employees.