

State of Connecticut  
 Department of Emergency Services and Public Protection  
 Commission on Fire Prevention and Control  
 Connecticut Fire Academy

Payroll Timesheet

Name:	Print Name	Signature
	Employee Number	Date: _____ I affirm by my signature above that the hours claimed were actually spent in the performance of my official duties for the Commission on Fire Prevention and Control.

This form shall be used to document the payroll submission for one type of activity from the list below. Do not complete more than one Section on this form. Submit a separate form for each type of separate activity.

Section 1 – Training Activities

Section 2 – Certification Activities, CPAT Proctor, Administrative Projects

Payroll Procedure: Payroll is processed bi-weekly. To ensure prompt payroll processing, this form must be completed and **submitted to the appropriate Division weekly** per DESPP/CFA Policy 01-03.

<b>Section 1</b>		<b>Training Activities</b>						Code: DPS 32253	
Program:					Location:				
Session:	1	2	3	4	5	6	7	8	
Date:									
Day – D Night - N	D N	D N	D N	D N	D N	D N	D N	D N	
Hours:									
<b>Total Hours Taught:</b>									
<b>Office use only</b>			PSA Only: PSA #	Rate		Total			
SID:	Hours Preparation:				Hours to be paid:				

<b>Section 2</b> Check Applicable box	<input type="checkbox"/> <b>Certification</b> Code DPS 32255	<input type="checkbox"/> <b>CPAT Proctor</b> Code DPS 32253	<input type="checkbox"/> <b>Administrative</b> Code DPS 32251
Activity or Examination Type:		Location:	
Date:	Hours:	Day – D Night - N	Total Hours Worked:
<b>Office use only</b>			
SID:	Hours Preparation:		Hours to be paid:

Approval:	Date Approved:
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FY2019  
BR2019