



Schedules and Timesheets



Many positions available in landscaping and grounds maintenance are seasonal. During the busy seasons, it is not unusual for workers in this industry to work extended workdays and sometimes extended workweeks. Workers may have to work weekend days as part of their weekly shift.

Your supervisor will make a schedule for the staff. The schedule could be a weekly or monthly schedule. Many smaller companies do not pay for lunch breaks, so you may have to subtract the lunch period from your total hours. It is a good idea to copy the schedule so that you can refer to it when you are organizing your week.

Four Greens Landscaping Schedule						
Week of July 3-9						
Employee	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Sahid	9:00am-3:00pm	OFF	8:00am-8:00pm	8:00am-8:00pm	9:00am-3:00pm	9:00am-4:00pm
Betty	10:00am-6:00pm	9:00am-3:00pm	3:00pm-9:00pm	OFF	10:00am-6:00pm	9:00am-4:00pm
Latisha	9:00am-3:00pm	10:00am-6:00pm	OFF	8:00am-4:00pm	9:00am-5:00pm	9:00am-4:00pm
John	1:00pm-9:00pm	OFF	10:00am-8:00pm	10:00am-8:00pm	1:00pm-9:00pm	9:00am-4:00pm
Rosco	9:00am-3:00pm	3:00pm-9:00pm	OFF	8:00am-4:00pm	9:00am-3:00pm	9:00am-4:00pm
Anne	10:00am-6:00pm	OFF	10:00am-8:00pm	10:00am-8:00pm	10:00am-6:00pm	9:00am-4:00pm
Munzar	1:00pm-9:00pm	9:00am-3:00pm	1:00pm-9:00pm	OFF	8:00am-4:00pm	9:00am-4:00pm
Ipeelee	1:00pm-9:00pm	10:00am-6:00pm	10:00am-6:00pm	9:00am-3:00pm	8:00am-4:00pm	OFF



Learning Activity – Work Schedules

Use the Four Greens Landscaping schedule to answer the following questions.

1. Which employees have the most shifts for this week? _____
2. Calculate the number of hours that each employee works for the week. At Four Greens Landscaping, employees are not paid for their half-hour lunch.

Sahid _____

Betty _____

Latisha _____

John _____

Rosco _____

Anne _____

Munzar _____

Ipeelee _____

3. On what day(s) does Rosco work evenings? _____
4. Which employees are scheduled the earliest on Tuesday? _____
5. How many more hours of work does Ipeelee have than Latisha? _____
6. What are the shortest shifts? _____
7. Is everyone scheduled to work on Saturday? _____



Weather

In smaller landscaping companies, schedules are often varied. Some weeks you may work a set schedule, while other weeks may vary, depending on the job and the weather. Flexibility is something most employers look for in a new hire. In larger companies and municipal offices, schedules are generally more fixed because they are not as dependent on good weather conditions like many of the smaller companies are.

Rain Days

Horticultural technicians generally work in all types of weather conditions. Rainy days are an exception. Some of the work you will be doing cannot be done when it is raining. Larger companies and municipal offices generally pay for rain days, but many smaller, privately-owned businesses do not. Company policies about rain days vary. Some employers will expect you to phone in while others will expect you to show up to work and wait. It is up to you to ask your boss what the company policy is for rain days.



Timesheets

Timesheets are a record of what hours you have worked in a pay period. A pay period may be one week, two weeks or in some cases one month. It is your responsibility to keep track of the hours you have worked. As a horticultural technician, you will likely work at several different sites during your pay period. For example, on Monday you may be helping to build a fence at a private residence, and on Tuesday you may be planting bulbs at the local mall. It is important that you mark down the site location on your timesheet. Your employer includes their labour costs for each job they estimate.

On the next page you will find a learning activity to help you practice the information you just learned.

Learning Activity – Timesheets

Read the following scenario and fill in the **sample timesheet** on the following page with the correct information.

1. Sahid works for Cornwall Interlocking. For the purposes of this exercise, assume that Cornwall Interlocking does not pay for lunch breaks (which are 30 minutes long) or rain days.

On **Monday** Sahid worked at the Bells' house helping to install a fence. He worked a full day, starting at 9 a.m. and finishing at 5 p.m. **Tuesday**, Sahid was booked off. **Wednesday** he worked a long day helping with the installation of a patio at the Scotts' residence. He was scheduled to work 9 a.m. to 9 p.m. **Thursday** he was back at the Scotts' finishing the job. The crew started at 12 p.m. Sahid was scheduled to work until 9 p.m., but the job was finished at 7 p.m. and everyone was sent home early with full pay. **Friday**, he started grading the yard at the Kazar estate. He started work at 8 a.m. The crew stopped at noon for lunch. At 1:30 it started to rain. The supervisor kept the crew until 2 p.m. before he sent them home for the day. **Saturday**, Sahid worked a full shift at the Kazar estate, starting at 9 a.m. and finishing at 5 p.m.

2. Sahid has bought a house and is moving next week. Where should he include his new address?




Sample Timesheet

Retail Essential Skills Curriculum

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(Time sheet courtesy of Cornwall Interlocking and Landscaping Depot)



**CORNWALL
INTERLOCKING
& LANDSCAPING
DEPOT**

TIME SHEET

EMPLOYEE'S NAME _____

FOR THE WEEK OF _____

DATE WORKED	START	FINISH	LUNCH	TOTAL	JOB SITE
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
TOTAL					

COMMENTS OR QUESTIONS FOR THE PAYROLL DEPARTMENT



Payroll Slips

Time and Earnings

For most landscaping and grounds maintenance jobs, you will be paid by the hour. Your earnings depend on both the number of hours you work and the rate of pay you are receiving. To figure out your gross earnings you multiply your hourly rate of pay by the number of hours you have worked.

$$\text{Hourly rate of pay} \times \text{Hours worked} = \text{Gross Earnings}$$

Regular pay plus any other pay make up the gross earnings. This is the total pay before payroll deductions are taken out.

- **Example:** Jacqueline earns \$14.15 an hour. She worked 30 hours this week. What are her gross earnings?
- **Solution:** $14.15 \times 30 = 424.50$
- **Answer:** Jacqueline's gross earnings for the week are \$424.50.

Learning Activity – Payroll Slips

1. Find the gross earnings in each example below. You may use a calculator.

a) Hourly rate \$21.56. Hours worked 5.25. Answer _____

b) Hourly rate \$14.56. Hours worked 30.5. Answer _____

c) Hourly rate \$16.15. Hours worked 5. Answer _____

d) Hourly rate \$18.00. Hours worked 20. Answer _____



2. Find the gross earnings of each individual below. Remember to show all your work, and answer in full sentences. You may use a calculator.

a) Angela is cutting grass at a golf course. She earns \$15.15 an hour. Last week she worked a total of 23 hours. What are her gross earnings for that week?

b) John is being paid \$15.32 an hour as a ground's maintenance worker for the local parks department. He worked 32 hours one week and the following week he worked a total of 28 hours. What are his gross earnings for the two weeks?

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