

- ◆ All timesheets must be in the approved format.
- ◆ Only one time sheet should be prepared per employee per period.(any changes that need to be made should be made on the original timesheet)
- ◆ All timesheets must be filled out on a daily basis.
- ◆ Employees must complete their own timesheet. If for any reason an employee cannot complete their own timesheet only their manager can complete one for them.
- ◆ Timesheets must be in ink or on the computer. If they are on the computer they need to be password protected. If they are not on the computer, all pre-coded data (i.e. name, employee number, department) should be printed on the time sheets for identification purposes.
- ◆ Original signatures are required unless the timesheet is computerized, in this case a computerized signature is allowed for the employee. Supervisor's signature must always be authentic.
  - If an employee is unavailable to sign their timesheet on the day it is due or if for some reason the manager has to keep the original timesheet, the manager should make a copy on **blue** paper, turn that copy in to Letitia, and keep the original until a signature can be obtained or the problem resolved then turn that original in to Letitia.
- ◆ Only immediate supervisors should be signing timesheets. For example, in Turnkey:
  - PM's should be signing CSP's timesheets on their team,
  - PMC's should be signing the PM's in their division, and
  - OM's should be signing PMC's timesheets, etc.
- ◆ White out **cannot**, under any circumstances, be used on timesheets,
  - If a correction must be made, put one line through the incorrect item and write the correction in. The employee needs to initial the change; the supervisor must authorize the change, and an explanation written at the bottom as to the reason for the change.
  - Corrections can only be made on the original timesheet.
- ◆ Vacation/Absence Request Forms must be attached to the timesheet with a paperclip, **NO STAPLES PLEASE**. **\*\*Do not attach doctor's notes to the timesheets. Doctor's notes should be forwarded to Human Resources.**
- ◆ Managers should be checking the following:
  - Verify addition across and down
  - Make sure the time sheet is signed
  - Highlight any overtime and make sure it is broken out on a separate line and "OT" must be written next to the project name.
  - Verify there are no missing or incorrect project numbers
  - Make sure the week ending date is listed at the top right
  - If there is more than one page, put "page 1 of 2, or 2 of 2" respectively on the top right corner

- ◆ If a supervisor is off on the day time sheets are due, the manager who signs the absent supervisor's time sheet would then sign the timesheets for those employees reporting to the absent supervisor. Ex. If a PM is out the PMC would sign the timesheets.
- ◆ All timesheets should be turned in to Letitia BEFORE 9am each Monday morning.
- ◆ Timesheets will be sent to payroll on Monday at 10am. If any timesheets require changes once the originals have gone to payroll, you must request the original timesheet from Letitia. Once the original timesheet has been revised it should be returned to Letitia for proper handling.
- ◆ If you are at an offsite office, you must fax your timesheets to Letitia by 9am on Monday morning and then forward her your original. Originals must be received by Wednesday in order to release those checks.