

## TIMESHEET POLICY

We are making too many errors when calculating our timesheets so I have come up with basic guidelines and tools to make sure that the timesheet is accurate.

- 1) Employees are required to **sign-in at the front desk as soon as they arrive** for work. If you have personal business that you need to take care of during the day, please sign out. You should also sign out for lunch and other appointments that may arise during the day which include work related activities out of the office.
- 2) Timesheets are due on the **16<sup>th</sup>** and the **end of the month**.
- 3) Your time should be calculated on a daily basis and entered into the electronic timesheet.
- 4) If it is not clear where you should be billing your time, please feel free to ask me or the project manager.
- 5) Work logs should be completed and checked for accuracy before turning in the timesheet. Employees are required to complete a work log for tasks performed outside the office. The combination of the work log and the hours recorded on the sign-in sheet should total the hours recorded on your timesheet.
- 6) Timesheets should be signed and placed in the timesheet box no later than the next business day after the month ends. If you are traveling, the timesheet should be emailed as soon as possible and signed when returning to the office. If you are taking PTO when the timesheet is due, you should complete and turn in the signed timesheet prior to taking PTO.
- 7) The completed timesheet for the month should be emailed to Leigh Parson at the end of the month.

## CALCULATING TIME

We are making numerous errors when calculating our time. Please use the link below to calculate your hours for the day. You should select NO ROUNDING, enter the times for the day including your lunch time and other times you are out of the office. Click on compute and this will give you the exact time that you worked. You will need to add the hour for lunch if you have worked **four** hours in the office.

<http://www.miraclesalad.com/webtools/timesheet.php>

I believe much of the confusion when calculating your hours for the day is rounding up or down for the quarter hour. If you worked **7** minutes of the quarter you do not include the quarter hour. If you have worked at least **8** minutes of the quarter you would include the quarter hour.

Example:

8 hours 53 minutes = 9.0	9 hours 7 minutes = 9.0	9 hours 8 minutes = 9.25
9 hours 22 minutes = 9.25	9 hours 23 minutes = 9.5	9 hours 37 minutes = 9.50
9 hours 38 minutes = 9.75	9 hours 53 minutes = 10.0	