

INSTAAR HOURLY TIME SHEET PROCESS

Time must be filled out completely and in ink.

Your employee ID is located on your pay advise. If you do not have access to this document, request this number from your accounting technician.

Be sure and check which accounting technician will be processing your time sheet.

Enter the Pay Period Ending: xx-xx-xx

All dates for the pay period must be entered on the Date Line.

“X” out any days when work was not performed.

All hours are to be recorded as “In/Out”. Lunch, if applicable should be noted.

All hours should be noted as 15 minute increments.

Recheck your totals.

Submit your time sheet to your supervisor/supervisor’s delegate for signature.

Signature lines must be dated after the last day worked.

Fully executed time sheet must be turned in by **the supervisor or the supervisor’s delegate** to the accounting technician. **THE TIME SHEET MAY NOT BE TURNED IN BY THE EMPLOYEE.**

Time sheet is to be maintained in a secure location in the technician's office.

Any necessary changes must be initialed by both the employee and the supervisor or the supervisor's delegate.

Any incomplete time sheets will be returned to the Supervisor for action.

2/21/2012