

Documenting Salaried employees working in Production

Within normal work hours

All hours must be documented and charged to the correct jobs.

If you have a large number of employees working in your department on a certain shift you can create a list of employees working. Employees can sign in and out entering their start and end times and job# they worked on.

Submit the list to Accounting and they will put the correct information on each job.

If you have one or two employees working in your department per shift please have the employees complete a paper timecard (ACCT019). Timecards must include:

- Hours worked
- Job #'s worked on/Activity number
- Printstream #**

Timecards must be submitted to the manager in charge to sign off. After manager has signed, timecards will be forwarded to Accounting to add the time to the job(s).

Outside of normal work hours*

All hours worked must be documented. Employees must complete a paper timecard (ACCT019) and submitted to the Manager (in charge of the area they are working) to sign off. Timecard must include:

- Hours worked (including start and end time per job and activity)
- Job #'s worked on/activity number
- Printstream #**

Hours will not be paid unless approved by the manager of the department worked. Managers must send Todd Thorsen and timecards@alwayssenpointe.com a list of salaried employees that have worked in their department including dates and hours worked, so they can be paid correctly.

Please note from the VP of Operations: *On weekends, Employees should commit to at least 4 hours or more.*

*before/after normal working hours or on weekends

** If employee does not know their printstream# they email timecards@alwayssenpointe.com.