

Distribution	SUBJECT	Date
	PAYROLL PROCEDURES FOR HOURLY ON-SITE PERSONNEL	09-01-2014

On site personnel are paid twice monthly on the 15th and the last day of the month, for hours worked during the days through the 8th and through the 24th of the month.

Job Superintendent faxes completed time sheets (see sample) to accounting department on the 8th and the 24th.

<u>PAY DATE</u>	<u>HOURS STARTING</u>	<u>WORK ENDING</u>
15 th of month	25 th of previous month	8 th of month
Last day of month	9 th	24 th of month

No overtime is permitted unless approved in advance by the Construction Manager. Actual overtime hours will be determined by the main office in accordance with state law.

EXAMPLE

Name BILL LYONS

Period Ending March 24, 2014

Work Location OAKBROOK VILLAS

Property ID/Project # 14

Unless approved by your supervisor, all time off will be considered an unexcused absence. Be specific in noting reasons for absence. Indicate actual hours worked to the nearest quarter hour. Do not include hours not actually worked (i.e. sick days, vacation days, etc.) Any overtime must be approved in advance. Timesheets must be turned in by the due date.

DAY	DATE	MORNING		AFTERNOON		REGULAR HOURS	OVERTIME	RESIDENT MANAGER APPROVAL	COMMENTS
		IN	OUT	IN	OUT				
SAT	3/8								
SUN	3/9								
MON	3/10	8:00	12:00	1:00	5:00	8			
TUE	3/11	8:00	12:00	1:00	5:00	8			
WED	3/12	8:00	12:00	1:00	5:00	8			
THU	3/13	8:00	12:00	1:00	5:00	8			
FRI	3/14	8:00	12:00	1:00	5:00	8			
SAT	3/15								
SUN	3/16								
MON	3/17	8:00	12:00	1:00	5:00	8			
TUE	3/18	8:00	12:00	1:00	5:00	8			
WED	3/19	8:00	12:00	1:00	5:00	8			
THU	3/20	8:00	12:00	1:00	5:00	8			
FRI	3/21	8:00	12:00	1:00	5:00	8			
SAT	3/22								
SUN	3/23								
MON	3/24	8:00	12:00	1:00	5:00	8			FAX TO OFFICE
TOTAL						88			

I certify that the above is a correct record of my time worked for the period indicated.

Employee's Signature Bill Lyons

Supervisor's Instructions:

J Approved as appears
 Pay overtime for _____ hours
 Deduct for _____ hours undertime
 Other _____

Supervisor's Signature C-400-A Inna D. Manager

Date 3-24-14