

Glempiris, INC.

TIME SHEET INSTRUCTIONS

Always put your Name, Profession, the Facility you work at and a good Contact number on your time sheet, including an extension at the facility that you can be reached at. Glempiris Staffing work weeks are Sunday through Saturday. Please keep track of any hours from the previous payroll period in order to make sure that all the hours for that work week are computed correctly.

In the total hours worked column you should put the TOTAL hours you worked for that day, if you worked 10 hours put 10 hours and (if on an 8 hour shift) then put 2 hours overtime. ALL time must be added daily and ALL **OVERTIME** must be approved prior to working and **SIGNED** off by a supervisor. Time sheets not completed, overtime not filled out completely, must be clear and signed at the bottom by a facility supervisor and yourself WILL NOT be processed. If you are at a facility that you are still considered on duty and paid through your lunch break/other breaks, you must initial the waiver column, if you are not offered any kind of breaks please notify Glempiris, Inc. immediately. If you took a lunch and are not paid for it, please mark the time off for your break. This is mandatory, either a break time must be noted or the waiver column must be initialed. Your time sheet will not be processed until your entire time sheet is complete.

In order to assure that the payroll department has received your time sheet within the 3 day time period allowed and that it is correct always call to confirm receipt of your time sheet. Do not assume that because your fax machine gave you a confirmation that said the fax went through that it did. Call the office at 1-888-512-1842 or email to Team@glempirisstaffing.com to confirm. Glempiris Staffing is not responsible for time sheets that are not correct/completed or not received. All time sheets not sent in on time or that are incorrect/incomplete will not be processed until the following payroll after they are received and or corrected.

Glempiris Staffing will not call you to advise you of incorrect time sheets or about time sheets that are not received. It is part of your job duty to insure that we received your time sheet and that your time sheet has been correctly filled out and authorized by the facility.

ABSOLUTELY NO EMPLOYEES ARE ALLOWED TO WORK PAST 12 HOURS ON ANY SHIFT.

I have read, understand, and agree to comply with Glempiris, Inc.'s Time Sheet Instructions. I understand failure to abide by these instructions, may result in delay of receiving my compensation, until the following pay period.

X _____
Signature

Date: _____

