

***Please pay close attention to these additional instructions for completing your time sheets correctly:***

1. All time sheets submitted for payroll must be complete, legible, and error-free before we can pay you for those hours. Be sure to double-check your addition of hours worked each day and the weekly total. Write clearly and legibly. Complete all items on every time sheet submitted.
2. All time sheets must be signed by your supervisor or other designated agency official. This means that you will need to find out from your agency who can sign if your supervisor is out of place when time sheets are due. We suggest you get a list of at least two other persons who can serve as backup. If you encounter any difficulty with this, ask your Area Manager for assistance in negotiating this with your agency. We cannot pay you for hours you submit on an unsigned time sheet.
3. DO NOT USE A FAX COVERSHEET.
4. DO NOT wait until the final date of payroll to submit all of your time sheets. In order to be paid timely, it is imperative that you promptly fax your correct and signed time sheets TO THE PAYROLL OFFICE on Friday of each week. Time sheets received after the Friday deadline that ends each pay period will be paid in the next pay period – no exceptions.
5. **Work Week:** The work week begins on Saturday at 12:01 AM and ends on Friday at midnight. If you work on weekends, you need to start a new time sheet for a new week. **ALWAYS END YOUR TIME SHEET FOR THE WEEK ON FRIDAY.**
6. **Overtime:** Federal law prohibits an employee from “volunteering” to work overtime without legal compensation. *Legal compensation for hourly employees is pay at time and a half.* Federal law does not allow an hourly employee to receive comp time; therefore, you must be paid for all overtime worked, i.e., any hours totaling more than 40 in your work week. Find out your placement agency’s policy about your working overtime, and follow it implicitly.

On the following pages, you will find examples of several time sheets depicting various situations. Please study the ones that affect you and model your time sheets after them. Call us any time you have questions about how to complete your time sheet at 252-265-9033. You will receive a call from one of our corporate staff on every time sheet submitted that is illegible or incorrect. You will be required to submit a new corrected and signed time sheet before we will include those hours in your pay. You can help yourself and us by submitting them correctly the first time.

**REMEMBER: We want to pay you on time and correctly, so you must submit correct and easily-read time sheets to us at the end of every week and payroll period. Fax to the Corporate Office at 252-265-9024. YOUR PAY IS IMPORTANT TO US! THANK YOU for your cooperation with this important matter! And don’t hesitate to call if you have questions.**

**EXAMPLE of TIME SHEET with STRAIGHT TIME for the week.**

1. Your name, work week, and agency are clearly and completely listed.
2. Time work began and ended is clearly noted. Round off to the nearest 5 minute. (example – you arrive to work at 8:28am. Write your time in as 8:30. You leave work at 5:12 pm. Write your time out as 5:15.)
3. Time out and back in for lunch is clearly noted.
4. Break time is NOT shown on your time sheet.
5. Each day’s hours worked are totaled correctly.
6. Total hours worked for the week is correct.

**Vanguard Professional Staffing Time Sheet** 01/04

Employee Name: Jane Doe Week of: 1/24 - 1/30/04

Agency where you are placed: Smith County DSS

| DAY                             | DATE    | TIME IN | TIME OUT | LUNCH BREAK | OTHER TIME IN/OUT (circle) | TOTAL HOURS WORKED |
|---------------------------------|---------|---------|----------|-------------|----------------------------|--------------------|
| SAT                             | 1/24/04 |         |          |             |                            |                    |
| SUN                             | 1/25/04 |         |          |             |                            |                    |
| MON                             | 1/26/04 | 8:30    | 5:00     | 12:00-12:30 |                            | 8                  |
| TUE                             | 1/27/04 | 8:30    | 5:00     | 12:00-12:30 |                            | 8                  |
| WED                             | 1/28/04 | 8:30    | 5:00     | 12:00-12:30 |                            | 8                  |
| THU                             | 1/29/04 | 8:30    | 5:00     | 12:00-12:30 |                            | 8                  |
| FRI                             | 1/30/04 | 8:30    | 5:00     | 12:00-12:30 |                            | 8                  |
| <b>TOTAL HOURS FOR THE WEEK</b> |         |         |          |             |                            | <b>40</b>          |

I certify that the hours shown here are correct and authorize payment based on this time sheet.

Jane Doe  
Employee's signature

1/30/04  
Date

(704) 000-0000  
Daytime Phone

John Smith  
Supervisor's signature

1/30/04  
Date

(704) 000-0000  
Phone

**IMPORTANT!**

- 1) Complete entire time sheet, including agency placed and current phone number where you can be reached during the day for any problems.
- 2) Double-check for accuracy, then Fax to 252-257-6285 on Friday of each week AND mail original with all signatures to: Payroll Clerk, Vanguard Professional Staffing, PO Box 8177, Wilson, NC 27893. Retain copies for employee and agency records. (Use this fax number ONLY for time sheets. For other faxed information to Corporate Office, use 252-291-1375.)
- 3) Pay period ending dates for 2004 are Feb 6, Feb 20, Mar 5, Mar 19, Apr 2, Apr 16, Apr 30, May 14, May 28, Jun 11, Jun 25, Jul 9, Jul 23, Aug 6, Aug 20, Sep 3, Sep 17, Oct 1, Oct 15, Oct 29, Nov 12, Nov 26, Dec 10, Dec 24, Jan 7, 2005, Jan 21, 2005
- 4) Pay dates for 2004 are Feb 13, Feb 27, Mar 12, Mar 26, Apr 9, Apr 23, May 7, May 21, Jun 4, Jun 18, Jul 2, Jul 16, Jul 30, Aug 13, Aug 27, Sep 10, Sep 24, Oct 8, Oct 22, Nov 5, Nov 19, Dec 3, Dec 17, Dec 31, Jan 14, 2005, and Jan 28, 2005.

(Additional instructions on the back.)

**EXAMPLE of TIME SHEET with OTHER TIME WORKED**

1. You are called to complete an assignment after your normal work hours. Enter the time in the "OTHER TIME IN/OUT" column, clearly write whether it is AM or PM, and label it "in" time. If you are out of work additional hours, enter the time, label AM or PM, and write "out" beside it.
2. Complete all other information as stated above, and add your total hours for the day and week correctly.

Vanguard Professional Staffing Time Sheet

01/04

Employee Name: Jane Doe Week of: 1/24-30/04

Agency where you are placed: Smith County DSS

| DAY                      | DATE    | TIME IN | TIME OUT | LUNCH BREAK | OTHER TIME IN/OUT (designate) | TOTAL HOURS WORKED |
|--------------------------|---------|---------|----------|-------------|-------------------------------|--------------------|
| SAT                      | 1/24/04 |         |          |             |                               |                    |
| SUN                      | 1/25/04 |         |          |             |                               |                    |
| MON                      | 1/26/04 | 8:30    | 4:15     | 12:15-12:30 | 8:00-8:30 pm (in)             | 8                  |
| TUE                      | 1/27/04 | 8:15    | 5:00     | 1:15-2:00   |                               | 8                  |
| WED                      | 1/28/04 | 8:00    | 5:00     | 12:00-1:00  |                               | 8                  |
| THU                      | 1/29/04 | 8:30    | 5:30     | 12:00-12:30 | 9:15-9:45 <sup>am</sup> (out) | 8                  |
| FRI                      | 1/30/04 | 9:00    | 6:30     | 12:00-1:30  |                               | 8                  |
| TOTAL HOURS FOR THE WEEK |         |         |          |             |                               | 40                 |

I certify that the hours shown here are correct and authorize payment based on this time sheet.

Jane Doe  
Employee's signature

John Smith  
Supervisor's signature

1/30/04 Date 252-000-0000 Daytime Phone  
1/30/04 Date 252-000-0000 Phone

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- 2) Double-check for accuracy, then Fax to 252-257-6285 on Friday of each week AND mail original with all signatures to: Payroll Clerk, Vanguard Professional Staffing, PO Box 8177, Wilson, NC 27893. Retain copies for employee and agency records. (Use this fax number ONLY for time sheets. For other faxed information to Corporate Office, use 252-291-1375.)
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(Additional instructions on the back.)

**EXAMPLE of TIME SHEET with OVERTIME**

Vanguard Professional Staffing Time Sheet

01/04

Employee Name: Jane Doe Week of: 1/24-1/30/04

Agency where you are placed: Wilson County DFCS

| DAY                      | DATE    | TIME IN | TIME OUT | LUNCH BREAK | OTHER TIME IN/OUT (circle) | TOTAL HOURS WORKED |
|--------------------------|---------|---------|----------|-------------|----------------------------|--------------------|
| SAT                      | 1/24/04 | 8:30    | 5:30     | 12:30-1:00  |                            | 8.5                |
| SUN                      | 1/25/04 |         |          |             |                            |                    |
| MON                      | 1/26/04 | 8:15    | 4:15     |             |                            | 8                  |
| TUE                      | 1/27/04 | 8:15    | 4:00     | 1:00-1:45   |                            | 7                  |
| WED                      | 1/28/04 | 8:00    | 5:00     | 12:15-12:45 |                            | 8.5                |
| THU                      | 1/29/04 | 8:00    | 5:00     | 1:15-1:45   |                            | 8.5                |
| FRI                      | 1/30/04 | 12:00   | 3:00     |             |                            | 3                  |
| TOTAL HOURS FOR THE WEEK |         |         |          |             |                            | 43.5               |

I certify that the hours shown here are correct and authorize payment based on this time sheet.

Jane Doe  
Employee's signature

John Smith  
Supervisor's signature

1/30/04 Date (770) 000-0000 Daytime Phone  
1/30/04 Date (770) 000-0000 Phone

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