



"Allied Services Division"

TIMESHEET RULES

1. Week Ending date should always be Friday of the week you worked. Every week ends Friday at midnight.

EX: If you worked a graveyard shift that starts Friday night at 7:00pm and ends Saturday morning at 7:00am:

Fri: 19:00 to 24:00 Current Week
Sat: 00:00 to 07:00 Next Week

2. Enter all dates next to the days you worked
EX: Thurs 4/29. All items should be put in military time

EX: 1:00am – 01:00 noon – 12:00
2:00am – 02:00 1:00pm – 13:00
3:00am – 03:00 2:00pm – 14:00

3. Lunches must be entered on the timesheets.
4. All times should be rounded to the nearest 15 minutes.
5. If you work half an hour write it down as 30 minutes and not .5 hours.

EX: If you worked eight and a half hours – Total time 8 hours 30 minutes
Not 8.5 hours

6. Unsigned timesheets can not be processed.
7. Timesheets must be in our office by Tuesday at noon. Wednesday timesheets will be considered late and will not be paid until the following week. No exceptions can be made for this rule. ***Please call your recruiter after you fax the timesheet to make sure we received it.**
8. On call hours should also be entered in military time. If you contract says 2 hr. minimum for callbacks you must write 2 in that box.

If the callback lasts: 10 minutes – put 2 hours in the call back box
3 hours – put 3 hours in the call back box