



J P Systems, Inc.

Employee Time Sheet Instructions

1. Twice a month at the end of each pay period, you will fill out a time sheet to report the hours you have worked to the payroll department. This information is used both to pay you and to bill our clients. **The first pay period always runs from the 1st of the month to the 15th** and the second period runs from the 16th of the month to the end of the month. The pay period dates do not change from month to month. Even if a project starts in the middle of the month the pay period start and end dates are still the same.

You must fill out your own time sheet. Someone else can not do it for you. The hours you record on your J P Systems, Inc. time sheet must be approved by your client and your supervisor. You may also have to fill out a separate time sheet for the client's accounting system.

2. An MS Excel spreadsheet file is used as a timesheet to report your hours to the payroll department. When you first start working with us, download the J P Systems Inc. time sheet templates from the company web site, <http://www.jpssys.com/empres.html>, under Employee Resources and **Employee Center**. **There are two timesheet templates out on the web site which you will need to download and use.** One is for the 1 to the 15 of the month. The other is for the 16th to the end of the month.

3. Open the downloaded MS Excel spreadsheet templates in Excel. Click on the tab at the bottom which says either "1-15" or "16-31" to select the timesheet worksheet (depending on which template you are editing). Enter your name and employee number at the top of the timesheet. Save a copy of the two templates on your computer with your name and employee number already entered (e.g. jpstime2009-MM-01-15E115.xls for employee number 115 for the year 2009. When you need to fill out a timesheet you will make a copy of your own template and save it with the correct month and year in the file name. Next at the upper right of the spread sheet, change the pay period dates to those for the current period. The sample sheet has the dates 01/01/09 to 01/15/09 at the top right. Click on these start and end dates (cells AE5 and AI5) and enter the new dates for this period.

The top half of the timesheet is for hours that are billed to a specific client. You will be given a Contract ID (and maybe a Task code and Sub-Task) for the project on which you are working. If you do not have the contract ID yet, enter the name of the client. Enter your hours under the correct column for each day. The bottom half of the time sheet is for hours that are charged to overhead. The bottom half starts with the line labeled HOLIDAY. Enter any holiday, sick leave, or vacation hours which are allowable on the bottom half of the time sheet in the correct row.

4. See the J P Systems, Inc. Employee Manual for more information on reporting your hours. The latest version of the J P Systems' Employee Manual can be downloaded from the company web site's employee center page. The Employee Manual specifies which days are recognized as holidays and how vacation and sick time accumulate. If you want to know how much sick or vacation time



you have accumulated, contact the payroll department before you hand in your timesheet so you can verify that you have accumulated the time you are charging for vacation and sick. If you put down vacation or sick hours which you have not accumulated, you may not be paid for them. This may delay your paycheck.

5. Put hours for different clients on separate rows. Sometimes a client will give you more than one charge number for the work you do for them during a week. Put these tasks on separate lines also so they can be billed separately. Put the charge numbers under the task and sub task columns. If you are not sure whether or not to record things separately, then split it out. It is usually better to have too much detail than not enough.

6. The second tab on the MS workbook bottom below the spread sheet labeled **Time Log** is a place to note your start and end times each day. This spreadsheet will help you by calculating your total hours each day. **Enter the times in a 24 hour format, also known as military time. For example enter 9:00 for 9 am and 17:30 pm for 5:30 pm.** Next enter the total lunch time and time spent on personal business for the day in minutes as **0:45 for 45 minutes** (e.g. personal phone calls, personal emails, internet shopping, personal browsing). The total hours for the day calculates for you and then displays in column E. Do not enter the total hours worked that day, it wants to know your start and stop times and the hours spent on personal matters.

7. Use the SAVE AS command in MS Excel to save your new spread sheet in the format: `jpstimeYYYY-MM-01-15Ennn.xls` or `jpstimeYYYY-MM-16-31Ennn.xls` where YYYY is the 4 digit year, MM is the 2 digit month, and Ennn is the letter E followed by your employee number.

For example, employee number 240 would save their October 1 - 15th, 2008 timesheet as:

`jpstime2008-10-01-15E240.xls`

Employee 215 would save their June 16 -30, 2009 timesheet as:

`jpstime2009-06-16-31E215.xls`

8. Take a moment to check the spread sheet for accuracy. Are the columns and the rows adding up properly? Are the vacation hours in the vacation row? Be careful not to erase the formulas which add up the totals for each row and column. If you erase a formula by accident, just download another spread sheet template from the company web site.

9. Once you are satisfied that the time sheet is accurate, type your name on the bottom of the time sheet above Employee Signature. You are legally signing your name by typing it. Make sure that your name and employee number are at the top of the times sheet. Create a directory on your computer in which to save all your timesheets. Save a copy of the spreadsheet in that directory. Then email the spread sheet to the payroll department at `info@jpsys.com`, print out a copy for yourself.

Be sure to regularly back up your software project data as well as your company data files. Keep your time sheet file copies for three years. You may wish to use the PKZIP utility software



package to create a .ZIP file to save the older time sheets. If you have any questions, please call the payroll department at 1 877 644-6644 or 703 815-0900.

10. The latest version of this document, J P Systems, Inc. Time Sheet Instructions, (jpstimesheetins.pdf) can be found on the <http://www.jpssys.com/empres.html> Employee Center web page.

11. The Payroll Department wishes to thank you for taking the time to create an accurate timesheet! This helps us to pay you on time.

