



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 customers. **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.

You must fill out your own time sheet. Someone else cannot do it for you. The billable 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. The non-billable hours must be approved by the payroll department and your supervisor.

2. An MS Excel spreadsheet file is used as a time sheet to report your hours to the payroll department. Start by creating and saving to your computer a template for each period which you fill out with your own information. When you first start working with us, download the J P Systems Inc. generic time sheet template from the company web site, <http://www.jpssys.com/empres.html>, under Employee Resources. Open the spreadsheet in MS Excel. **The tabs on the bottom left of the MS Excel file let you choose the time period.** Either the first tab is for the 1st to the 15th of the month or for second pay period's workbook's tab is for the 16th to the end of the month. Click on the tab to open the appropriate spread sheet for the current pay period.

The third tab on the bottom of the MS Excel workbook is a spreadsheet labeled TimeLog. This is a place to note your start time, end time, and tasks each day. Enter the times as 9:00 am or 5:30 pm instead of military time. Combine the total lunch time and time spent on personal tasks like phone calls the day in minutes, e.g. 0:35. The total hours for the day should display in column E. If not then add up your hours manually.

3. At the upper left, enter your name and employee number. At the upper right of the spread sheet, change the dates to those for the current period. The sample sheet has the dates 01/01/08 to 01/15/08. Click on these start and end dates and enter the new dates for this period.

The top part of the time sheet 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. Enter your hours under the correct day column. 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. Note that the top half of the time sheet is for hours that can be billed to a customer.

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.



The Employee Manual specifies which days are recognized as holidays and how vacation and sick time accumulate.

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 on separate lines too so they can be billed separately. Put the charge numbers under the task and sub task fields. If you are not sure whether or not to record things separately, split it out. It is usually better to have too much detail than not enough.

6. At the lower left of the time sheets, you will see a tab labeled with the month, day and year (for example Oct 1, 2007). For your November time sheet, you will want to change this to Nov 1, 2007. To change the tab's name to the current month, right click on the tab which displays the name of the spread sheet and choose Edit. Then type the new month name on top of what you see. Press Enter to save your changes.

7. Use the SAVE AS command FILE in MS EXCEL to save your new spread sheet with a meaningful name such as your name and the date of the period. For example:

SmithJohnTime2010-12-1-15.xls

for the time sheet for John Smith for the period December 1 - 15, 2010.

8. **Take a moment to check the spread sheet for accuracy.** Are the columns and the rows adding 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 something by accident, just download use your template to create another spread sheet or download a new MS spread sheet from the company web site.

9. Before charging vacation, holiday and sick time on the bottom part of your time sheet, make sure you have accrued the time and/or are eligible to use it. Your accrued vacation and sick hours are printed on your paycheck stubs. Only J P Systems recognized holidays are paid.

Holiday hours may be charged if you work full time. **If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay. You are not eligible to receive holiday pay when you are on an unpaid leave of absence. If you work on a holiday, you may not also take holiday pay as overtime on that day.**

10. Once you are satisfied that the time sheet is accurate, type your name on the bottom of the time sheet above employee name. 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. Then email the spread sheet to the payroll department, and save a copy of the MS Excel time sheet file both locally on your computer and in your Dropbox folder (e.g. C:\user\your_name\documents\MyDropbox\timesheets). You may wish to use the PKZIP utility software package to create a .ZIP file to save the older time sheets. Finally email your time sheet to the payroll department at info@jpsys.com. If you have question call 1 877 644-6644 or 703 815-0900 or email this same address.



11. Save your time sheets to your www.dropbox.com account and keep them as a permanent record. This is done by saving a copy of them to your local laptop's Dropbox folder. If you have properly set up a www.dropbox.com login account, the timesheet will be automatically securely synched to the website. **Be sure to regularly back up your software project data as well as your company data files.** Keep your time sheet file copies for seven years.

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