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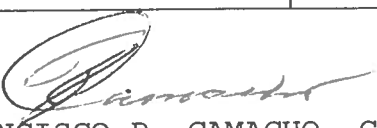
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**POLICY MEMORANDUM NO. 2001-06**

To: <b>Administration &amp; Finance Division Heads and Supervisors</b>	Subject: <b>Bi-weekly Timesheet Procedures</b>
Effective Date:  July 2, 2001	Revision Date:
Approved by:   FRANCISCO P. CAMACHO, General Manager	
All revisions are marked with asterisk (*)	

**I. DISCUSSION**

In order to maximize the use and functionality of our JDE financial management system, the Payroll Section requires that all time entries be completed through the daily timecard menu.

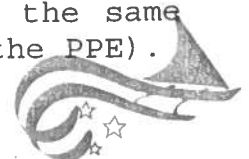
**II. EFFECTIVE DATE**

These new procedures shall supercede the prior practice of manual timecard entries, and will be effective beginning pay period ending (PPE) July 14, 2001.

**III. POLICY**

The new bi-weekly timesheet procedures are as follows:

- A. Each department shall continue the same procedure of entering employee hours in the JDE Daily Timecard menu. Timesheets will be generated at the Payroll Office by Management Information Systems Division, and will be available to all division heads and supervisors by 0900 hours on the Monday after the PPE (in the event of a public holiday on Monday, the same procedures shall apply for the Tuesday after the PPE).



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- B. Each timesheet must first be reviewed and signed by all employees. Subsequently, supervisors must certify the employee's work time and attendance, then submit the timesheets to the Payroll Office no later than 12 noon on the Monday after the PPE (or Tuesday in the event of a public holiday on Monday).
- C. Timekeepers shall continue to complete the timesheet log at the Payroll office upon submitting timesheets for processing (sample attached).
- D. All leave forms must be properly completed and attached to the timesheets. All administrative leave must be signed and approved by the General Manager before it is submitted to the Payroll Office.

IV. **RESPONSIBILITY:**

Each supervisor is responsible to keep and maintain employee work time and attendance records in accordance with the Fair Labor Standards Act, Chapter 22.

Attachment 1 - RPG (MIS) Timesheet Sample  
Attachment 2 - Timesheet Log Sample