

THRIVAS - TIMESHEET INSTRUCTIONS

1. Print clearly and legibly when completing your timesheet.
2. Enter the week ending date in the boxes provided (month, day, and year). The week ending date is always a Sunday.
3. Enter your last name and first name in the boxes provided. Use your full "legal" name (as stated on your social security card). Do NOT use nicknames, initials or Americanized versions of your name. Please be sure to put your last name and first name in the correct boxes.
4. Enter your 9-digit social security number in the boxes provided.
5. Enter the name of the client where you are working in the boxes provided. Note: There should only be hours for one assignment on each timesheet. If you have worked at multiple assignments during one week, you need to fill out a separate timesheet for each assignment.
6. All fields must be completed for days worked. The first day of work is always a Monday. All reported hours need to be reported to the nearest ¼ hour (:15, :30, :45). For example if you arrive at work at 6:53 a.m., you would round up to 7:00 a.m. If you stop work at 3:08 p.m., you would round up to 3:15 p.m.

When filling in the "Hours" column, it is easier to convert the rounded minutes to hours. For example: if you worked 7 hours and 45 minutes on Monday, place 7.75 in the appropriate Hours column.

Time In & Time Out Columns		Hours Column	
<u>Minutes</u>	<u>Hours</u>	<u>Minutes</u>	<u>Hours</u>
53 To 7	0:00	00	.00
8 To 22	0:15	15	.25
23 To 37	0:30	30	.50
38 to 52	0:45	45	.75

Note: The timesheet should only include time for the current week. If you need to report additional hours for a previous week and have already submitted your timesheet for that week, you will need to complete a separate timesheet for the additional hours for the prior week end date. When submitting a timesheet for additional hours for the prior week write "Additional Hours" on top of the timesheet.

Entering hours:

- * Enter the date for all days worked
- * Enter the start time
- * Enter the end time
- * Lunch – if no lunch is taken state "none" or a dash. In some states lunch is required based on the number of hours worked to ensure you and THRIVAS are in compliance with applicable state laws.
- * Add the total hours both across and down. When the branch office finds an error, a new Timesheet or an initialed correction by the employee and client is needed. A THRIVAS representative may not white out, cross out, or alter the timesheet information. Note that the corporate office will calculate overtime hours in accordance employment regulations.

7. Sign your timesheet.
8. Obtain your assignment supervisor's or appropriate manager's signature.
9. Make a copy of your timesheet for your supervisor and keep the original for yourself.
10. Fax the timesheet to the number indicated on the timesheet. Be sure to fax your timesheet before the Monday 12:00 PM deadline ensure timely processing of your paycheck. If your timesheet is not received by deadline you may be paid the following week. If your work week ends on a Friday, please fax your timesheet to the branch office on Friday, when ever possible, especially on weeks that begin with a Monday holiday.