

Policy:	Timesheet		
Policy #	1007	Approved by:	Robin Taber
Rev. #	Original		
Effective:	8/9/10		

Definitions

None

Policy Statement

1. Each Gemini employee is required to keep track of and record his/her work time on company time sheets.
2. The employee certifies the accuracy and completeness of this time record when they affix their signature on a paper timesheet or through their password in an electronic timesheet.
3. This time record will be the legal document by which the Accounting Department is authorized to make salary and wage disbursements to the employee and is also the basis for contract customer billings.
4. All hours worked by the employee will be recorded against authorized charge numbers as governed by Gemini's Timesheet procedure.