

# Exempt Employee Time Sheet

Dana Kepner Company, Inc.

| Western Industrial Supply, LLC.



Employee Name:

Branch:

Department:

Pay Period:

To:

	Day	Reg Hours	Vacation	Personal Time	Descriptions/Comments
Week 1	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
Week 2	Sunday				
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
Totals					

Federal and state laws require Company to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

All employees are paid every two weeks. Each paycheck will include salary for all work performed for the two week period ending Saturday of the previous week.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available on the regularly scheduled payday or upon his or her return from vacation.

It is strongly recommended that employees have their pay directly deposited into their bank accounts. Advance written authorization to Company is required for direct deposit of wages. Employees will receive an itemized statement of wages when direct deposits are made.

By typing your name in the box below, you agree that this constitutes a legal signature.

Employee Signature

Date

Supervisor Signature

Date