**TIME CARD COMPLETION & SUBMISSION**

Your time card is considered a legal document and must be accurate; therefore, it must be completed on a daily basis with time in at the beginning of the workday, time out for lunch and time out at the end of the workday. Any overtime work must be approved in advance by your immediate supervisor. Both you and your immediate supervisor must sign the timecard on the last work day of the pay period to certify its accuracy. Time cards that are not signed may delay the payment of wages.

Time cards must be received by the Payroll / Human Resource Department by the Monday cutoff date (please refer to your Payroll Schedule).

Faxed (HR Fax #: 650.872.1077) or scanned copies are acceptable the original time card is mailed to Payroll/ Human Resource Department.

MAKE-UP TIME

Nonexempt employees may request to make-up time taken off from work for personal reasons if:

* the made up time is worked in the same workweek,
* the employee submits a written request to their immediate supervisor to make up work at straight time including a schedule of time missed and proposed make-up time (a separate make up time request is required for each workweek) and,
* the employee does not work more than eleven (11) hours in one day or forty (40) hours in one workweek.
* make-up time will be paid at straight time (not overtime).

Please see the attached Make-Up Time Request Form.

Feel free to contact Payroll/Human Resources with any questions (1-888-HelloHR).

Attachments: Timecard

Make-up Time Request Form