Time Sheet Instructions

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Hello and welcome John.  I am the timekeeper and you will be having Dr. Mazmanian sign off on your time sheets and then you can send it to me scanned, or fax it to [804 - 828-5002](tel:804%20-%20828-5002) or you can bring it by my office on North Hospital, Clinical Research Services on North 8 and I am in room 8043.  I have included you with a letter as well as a time sheet.  Because of the bike races in Richmond any hourly employee who is working Weds 9/23 and/or Thurs 9/24 they will get paid but it will be a delay in the pay till the next period as noted here in this letter.  I will email you next week to call for time sheets but I already know that I need them by 9/17.  You fill out your hours that you have worked from 9/10 - 9/22 (what you plan to work).  If you need to contact me I can be reached at 828-9227 and this number rings right to my desk.  I will not be in the office Mon 9/21 or 9/22 but I will be returning to work on the 23rd of that week.  You are not allowed as an hourly to work longer than 6 hrs in a stretch without taking a lunch break of 1/2 hr.  If you work an 8 hr day you must by law take a lunch break of at least 1/2 an hour.  Many times I have to call for time sheets prior to the final date of submission.  You should fill out the time sheet completely with dates that you have worked or that you are planning to work.  If things change then please let me know and I will adjust your hours worked.  Again, feel free to contact me with any questions and I welcome you to CCTR.