

TIME SHEET POLICY

Time sheets are to be submitted to the office every **Monday by 11:00 AM**. Please use only current paperwork from the agency. All paperwork must be filled out in "BLACK INK ONLY".

We will not accept paperwork in the following manner. NO Exception!

Paperwork filled out in any ink color than black

Paperwork with different ink textures. You must use a ball point pen. Makers or calligraphy pens are not acceptable.

I acknowledge that I have read above information regarding Humane Timesheet policy and procedure and will adhere by it.

Name of Employee

Date