

Monthly Timesheet Registration

EXAMPLE



Email HR@bluelynx.com

Employee's name _____ Manager's Name _____

Company _____

Month Year

Please email your timesheet on the last working day of the month. Prior to a vacation which runs into the next month, please be sure to fax/email your timesheet before you leave

Date	AM	PM	Total Hours	Overtime	Vacation	Illness	Special Leave
1	09:00 - 12:00	12:30 - 17:30	8.00				
2	08:30 - 12:30	13:00 - 19:15	8.00	2.25			
3	vacation	vacation			8.00		
4	illness	illness				8.00	
5	08:30 - 12:00		3.50		4.50		
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16	Timesheet Checklist:						
17	1) All hours and times must be rounded off to the nearest quarter of an hour (0.25).						
18	2) The "Total Hours" column should not exceed 8 hours per day.						
19	3) Overtime needs to be registered in the "Overtime" column.						
20	4) A minimum of half an hour (0.50) lunch break MUST be registered.						
21	5) Make sure that your timesheet has been submitted no later than the last working day of the month.						
22	6) Inform Blue Lynx in advance when you are unable to submit your timesheet on time.						
23	7) All leave requests forms (including special leave) must be signed and submitted to HR.						
24	8) Check that - leave, special leave, illness and overtime is correctly administered on your timesheet.						
25	9) Check that - your Blue Lynx timesheet matches your internal time registration system (when applicable).						
26	Should you have any questions please do not hesitate to contact the Blue Lynx HR department on:						
27	+31 (0)70 311 7828 or HR@bluelynx.com						
28							
29							
30							
31							
TOTAL			19.5	2.25	12.5	8.00	

Employee's Signature

Manager's Signature

Date