

Monthly Timesheet Registration

EXAMPLE



Email : HR@bluelynx.com

Employee's name _____

Manager's Name _____

Company _____

Department _____

Month

Year

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	vacation	3.50		4.50		
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTAL			19.5	2.25	12.5	8.00	

Timesheet Checklist:

- 1) All hours and times must be rounded off to the nearest quarter of an hour (0.25).
- 2) The "Total Hours" column should not exceed 8 hours per day.
- 3) Overtime needs to be registered in the "Overtime" column.
- 4) A minimum of half an hour (0.50) lunch break **MUST** be registered.
- 5) Make sure that your timesheet has been submitted no later than the last working day of the month.
- 6) Inform Blue Lynx in advance when you are unable to submit your timesheet on time.
- 7) All leave requests forms (including special leave) must be signed and submitted to HR.
- 8) Check that - leave, special leave, illness and overtime is correctly administered on your timesheet.
- 9) Check that - your Blue Lynx timesheet matches your internal time registration system (when applicable).

Should you have any questions please do not hesitate to contact the Blue Lynx HR department on: +31 (0)70 311 7822 or HR@bluelynx.com

Please fax/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

Employee's Signature _____

Manager's Signature _____

Date _____