

TIME SHEETS: CORRECT PROCEDURES

Arkay Policy:

Arkay workers must record their hours on the site's Arkay timesheet.
Pre-filling in a timesheet for the upcoming week is not allowed.
Failure to record accurate hours is sufficient cause for dismissal.

Worker Responsibilities:

Every worker is to enter hours worked at the end of each day.
Workers cannot skip breaks to leave early.

Workers do NOT enter hours for a Statutory Holiday unless they work on the site that day.

Supervisor's initial is required beside Statutory Holiday hours worked.

Errors on the timesheet may result in receiving a paycheck with the wrong amount.

If a worker does not work a day, they must place a zero (0) so it is clear there are no missed hours (a slash is not acceptable as it can be read as 1 hour).

IMPORTANT ... READ THOROUGHLY

Timesheet Quiz - Errors & Omissions - Answer Sheet:

1. Who is responsible for correcting missing hours on my timesheet? Select as many as apply.

- Arkay Office
- Site
- **Me (the worker)**
- My friend
- Note Sure

Results: **83%** answered correctly

2. I am a new worker who forgot to fill in my timesheet. The site will look after my hours.

- True
- **False**

Results: **95%** answered correctly

3. I am a new worker who forgot to fill in my timesheet. I have lots of time to figure out my hours.

- True
- **False**

Results: **98%** answered correctly

4. A co-worker can fill in my hours on the timesheet.

- True
- **False**

Results: **98%** answered correctly

5. Parking is a long way from the site office, so I can pre-fill my timesheet once per week.

- True
- **False**

Results: **99%** answered correctly

6. I have been asked to work overtime at regular hours by the site, I want the hours. I can accept the hours at regular time?

- True
- **False**

Results: **92%** answered correctly

7. The site has final say on which hours are regular and overtime.

- True
- **False** As per labour law anything over 8 hrs/day is overtime, and anything over 40 regular hrs/week is overtime. Stats are not worked hours.

Results: **62%** answered correctly

8. Who do you ask for help with filling in my time sheet.

- Arkay office
- Site office
- Co Workers
- **All of the above**

Results: **63%** answered correctly

9. I have a question about my pay cheque. Who can I ask for help?

- **Arkay Office**
- Site Office
- Co Worker

Results: **99%** answered correctly