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Version History			
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QA Manager	Doug Westlund	Signature	Doug Westlund
Writer	John Buermann	Approval	Doug Westlund

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

1. Introduction

Purpose of this procedure is to walk you through using our written time sheets.

2. Definition

A time clock should be completed every working day to ensure accuracy of your paycheck.

3. Payroll Requirements

The following steps are required daily to verify your punches to ensure your paycheck is correct.
Fill in "Name" and "Date"

Throughout day, fill in "Clock-In", "Clock-Out", "Lunch Out", "Lunch In" line in header

- "Clock-In" = Time that you arrived at work, at start of day.
- "Clock-Out" = Time that you left work, at end of day.
- "Lunch Out" = Time that you clocked out of the job and BEGIN your lunch.
- "Lunch In" = Time that you clocked back into the job and ENDED your lunch.

4. Job/Order Requirements

Every time you change stations throughout the day, a new line should be filled in on the time clock table provided. These are required to ensure we accurately track all job costs and our customers are billed correctly.

- Write down Order/Estimate number in "Order" column (If Applicable)
- Write down when you begin working in the new station in "Clock in" column
- Write down when you end the current station in the "Clock Out" column
- Write down which station you are working on in the "Station" column (Should match the station selected through the production App)
- The notes column is for any time clock corrections that need to be relayed to your manager or accountant processing time sheets

5. Requirements

All time sheets must have Name, Date, filled out, signed and dated by manager.

- Turn in your time Clock sheet to your manager at the end of every day for review.
- Manager needs to review and sign off on every time sheet and date before relaying any notes to the accountant processing time sheets.

6. Forms

Time Clock Sheet can be found on the server in: Y:\Westlund Concepts Forms\General Use Forms

7. Requirements

All time sheets must have Name, Date, filled out, signed and dated by manager

8. Process Review

Who is responsible to follow up on this process?

Is there disciplinary action if process is not followed?

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

[illegible]