


Getting Paid

**ALL employees must submit their time by the payroll deadline shown on the Payroll Schedule.
If your time is not submitted by the close of the payroll period, you will NOT be paid.
To avoid non-payment of wages, please follow the instructions on the manual timesheet.**

Infinite Computer Solutions (Infinite) utilizes a web-based Time Management System (TMS) and you will be notified about your User ID and Password within your first weeks of employment. Until you receive your login information, however, you will need to complete a manual timesheet. Instructions on how to submit your time via a manual timesheet are located at the bottom of the form.

Time can be handwritten onto the form, or typed in, but it MUST be signed before submitting it to Payroll!

Weekly Timesheet										
				Week Starting: <input type="text"/>						
				Week Ending: <input type="text"/>						
Last Name:		First Name: <input type="text"/>								
Project Name:		<input type="text"/>								
Client Name:		<input type="text"/>								
Day	Date	Time In (HRS:MIN)	Time Out (HRS:MIN)	Regular Hours	Holiday Hours	Vacation Hours	Personal Hours	Non-Work Hours	Work Hours	
Saturday										
Sunday										
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
SUB-TOTAL										
					TOTAL HOURS <input type="text"/>					
<p>By my signature, I certify that the timesheet which I submit here is correct and accurate, and I acknowledge my understanding that falsification of time entry is a violation of company policy that may result in disciplinary action up to and including termination of employment.</p> <p>If I also submit time into a client Time Management System (TMS), I certify that the time I have submitted here corresponds to the hours I have submitted to the client. I acknowledge and agree that any hours not approved by my client manager will be deducted from my paycheck, and I authorize Infinite Computer Solutions, Inc. to make these payroll deductions.</p> <p>Employee Signature: <input type="text"/></p> <p>Manager Verification/Date: <input type="text"/></p> <p>Please send manual timesheet to USPayroll@infinite.com via email as an attachment with the subject line UNABLE TO LOG TIME IN SPANDAN - Manual Timesheet Attached.</p> <p>Instructions:</p> <ol style="list-style-type: none">1. Use 24-hour clock for Time-in and Time-out columns2. Two entries for each day are given to split for lunch breaks3. Holiday, vacation, and personal/sick hours should be entered with hours to be paid for each day4. Use decimals instead of hours:minutes for entering holiday, vacation, or personal hours (8.00 instead of 8:00)										

Please forward your timesheet per the instructions at the bottom of the timesheet. If you have any questions, please contact USPayroll@infinite.com.

Your login credentials and instructions about time entry in Infinite's TMS will be sent to you from the business operations staff.