

Time sheet

The time sheet must be filled out each week and faxed to the home office at 1-877-812-2479 no later than the Saturday of that week. The time sheet covers one week from Sunday to Saturday. You must enter the week ending date in the box labeled "Week ending date" and it will be the date for the Saturday of that week.

At the top, center of the time sheet must be the words "KEY SHOP" followed by the 4-digit version of your shop number; the first digit must be 2. Therefore if your shop is commonly known as shop 123 you would write "KEY SHOP 2123". Under that line write your shop's complete address including the street and city, state, zip. The next line will be your shop's complete phone number including the area code. Here is a sample...

KEY SHOP 2138
4730 W. IRVING PARK RD. CHICAGO, IL 60641
773-202-2449

In the "Employee" column enter each employee's first name, MI, and last name. In the TR ID column enter the employee's Things Remembered ID number. Have each employee sign the appropriate box at the bottom.

For each shift worked the employee must enter the number of hours actually worked, not the hours scheduled, in the box for the day worked. If the employee is to be paid for hours that he did not actually work, or over time, then you must enter the hours followed by the proper code letters as follows...

PTO = Paid time off = Sick pay, vacation, etc.

MOT = Manager over time = Hours in excess of 40 for a manager.

OT = Overtime = Hours in excess of 40 for a part timer.

F = Funeral = Work time missed to attend a funeral.

W = Weather = Time paid for an employee that was sent home early because of weather.

J = Jury duty = Time spent serving on a jury.

INV = Inventory = Additional (and approved) hours for taking inventory of your shop.

TRAIN = Training = The time the trainee was trained.

NOTE: Hours paid other than "Reg" are dependent on the TR policies at that time and the legal requirements of each state. Not everyone is eligible for all types of pay. For inventory, training, funeral and jury duty it is a good idea to call Richard first.

At the end of the week total each person's time and enter it in the "Total hours" column. You must also break down the totals by type, i.e. 32 REG, 8 PTO. Add up the "Total hours" column and put the total in the "Grand total" box, this will not be broken down into types, just a one number total.