

Submitting Timecards and Payroll Information

Dear Employees and Employers;

Here are the instructions for BlueSun's online timesheets. Online timesheets can be found on our website, www.bluesuninc.com.

Timecards are due weekly, no later than Tuesday of the following week. Pay periods run Sunday through Saturday. Paydays are on Friday unless you are monthly in which case you will be paid on the last working day of the month.


Timecards are due the Tuesday following the work week. Timecards received later than Tuesday may delay the day you are paid.

To complete the online timecard, you must enter your Supervisor's first and last name and their email address. **It is your responsibility to get this information from them and enter it correctly on your timecard.**

This information is required for everyone:

- Employee Name
- Employee Phone number
- Employee email
- Customer (Company or Department you reported to)
- Manager name
- Manager email
- Week Ending Date (our weeks end on Saturday)
- Signature (at the bottom)

Hourly employees: Week Ending Date will always be a Saturday. Please complete each day's information including start/end times, meal start/end times. Number of hours per day as well as number of hours per week and overtime will be calculated for you. If you are working a job that has overtime after a certain number of hours you may need to adjust the total overtime box. If you are claiming PTO (Paid Time Off) for any day, no time in or out should be noted. Only mark number of hours you wish to claim for that day in the PTO Hours box.

Week Ending Date (Always Saturday) * - - 
Month Day Year

Sunday Time : until :
Hour Minutes PM Hour Minutes PM

Sunday Lunch : until :
Hour Minutes PM Hour Minutes PM

Sunday Total Hours ex: 23

Sunday PTO Hours ex: 23

Salaried employees: In addition to the required boxes at the top, please complete the last 4 boxes including weekly totals and your signature.

- Total hours
- Total overtime hours
- Total POT
- Total overall hours

Total Regular Hours

Total Overtime Hours

Total PTO

Total Hours Overall

When you type in your name you are electronically signing the timecard.

Please add any information that you think BlueSun, or your supervisor might need to know in the Comments box.

Employee's Signature *

Comments

Please sign by typing your full name. Understand that typing your name in the box above constitutes a legal signature. You are confirming that information you entered is true to the best of your knowledge.

Submit

After signature to complete the process click submit. This will send a copy of the timesheet to your supervisor for authorization at the email address you entered. It will also send a copy to you for your records.

Supervisors: To authorize and submit an electronic timesheet first review the hours. If correct you click reply and write "approved" in the email, then click send to submit. This will automatically send the authorized timesheet to our payroll department for payment.

For any questions you may contact BlueSun, Inc. @ 541-207-3212 for assistance.

Signing this form means you understand the timecard reporting process and when timecards are due.