

Online Time Sheet Instructions

Dear Employees and Employer;


Here are the instructions for our new online timesheets. Online timesheets can be found on our website, www.bluesuninc.com. Fields with a red dot next to them are required.

The required information at the top is:

- **Employee Name**
- **Employee Phone number**
- **Employee email**
- **Manager name**
- **Manager email**
- ***Week Ending Date**

*(Sunday is our week ending)

Hourly employees: Please complete each day's information including start/end times, meal start/end times and total hours worked. You must also complete the last 4 boxes including weekly totals and your signature.

Week ending * - - 
Month Day Year

Monday Time : AM until : PM
Hour Minutes Hour Minutes

Monday Lunch : AM until : PM
Hour Minutes Hour Minutes

Monday Regular Hours ex: 23

Monday Overtime Hours ex: 23

Salaried employees complete the last 4 boxes

- Total hours
- Total overtime hours
- Total overall hours
- Employee Signature

Total Regular Hours
*

**Total Overtime
Hours** *

Total Hours Overall
*

**Employee's
Signature** *

When you type in your name you are electronically signing the time card.

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.