

# CHOCTAW ARCHIVING ENTERPRISE

## Timesheet Instructions

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- \* This timesheet is to be filled out completely for days 1-15 or 16 - end of the month. CAE operates on a twice a month payroll; this is how your time will be turned in.
  - \* This timesheet is designed to record hours for ONE post per pay period. Only put one post per timesheet. If you have 4 posts, you will have 4 timesheets.
  - \* Timesheets will be due at the end of the payroll period.
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- 1 Ensure you are using the correct timesheet. There is a timesheet for each team type. The team type is bolded and underlined at the top of the timesheet (use print preview). The team type is also included in the name of the document.
  - 2 Enter your name.
  - 3 Enter the first day of the Payroll Period in the appropriate area as (XX/XX/XX). This format is required to allow a formula to calculate the days and dates of the payroll period automatically.
  - 4 Enter your 3 letter post billing code (see post billing code tab) and your labor code number if one needs to be entered (see labor codes tab). Not all teams need to enter a labor code.
  - 5 Enter your travel/rest, work, corrective maintenance, briefing and security (for PM team only), training and any danger pay hours for the post. Enter the danger pay percentage if this is a danger pay post.
  - 6 Have your Post Supervisor sign and date your timesheet.
  - 7 Sign and date the timesheet yourself.
  - 8 Send to Lorton, VA office when the timesheet is complete.
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A copy of your timesheet will be made available online at:

[www.choctawarchiving.com](http://www.choctawarchiving.com)

Click on "Employee Access". There will be an IMAP section of forms for your use.