

IroquoisSystems, Inc.

Acknowledgement of Timekeeping Policy

Please navigate to the following link (employee page on our website):

<https://www.iroquoisystems.com/employee-page>

- 1) Access the 'Important Forms' tab
- 2) Read the Time Keeping Policies and Procedures Document in full
- 3) Watch the 'ISI Timekeeping Policy and Procedures' video

Once completed, please sign and date the acknowledgement below:

I have read and understand the IroquoisSystems, Inc. Timekeeping Policy, including the following excerpt:

*Accurately recording time worked is the responsibility of every employee. Federal and state laws require IroquoisSystems to keep an accurate record of time worked in order to calculate employee pay and benefits. **Time worked is all the time actually spent on the job performing assigned duties.***

Each employee of the company is personally responsible for maintaining a daily, accurate record of time spent by task for each workweek and for preparing an electronic timesheet.

Each timesheet is required to be certified correct by the employee and the employee's immediate supervisor or designated approver.

It is the responsibility of all employees to assure their time is accurately recorded to all cost objectives upon which they performed work during a given workweek. Time actually spent on a given task may only be charged to that task. Similarly, all time spent on a particular task must be charged to it and not, under any circumstances, to another task. All employees are to record all time in increments of 1/2 hour (30 minute increments).

Employee Name: _____

Date: _____

Employee Signature: _____

IroquoisSystems Representative: _____