**How to fill out a Time Sheet**

All Kiwi Nurseries Staff are expected to fill out their Time Sheet on a daily basis, in conjunction with clocking in and out. This time sheet is used for internal billing and job tracking purposes, and as backup for clock in/out.

**General:**

* All information on the time sheet must be printed in a clearly legible fashion
* Full Name and first date of pay period must be included on every timesheet – we cannot pay you if we don’t know who you are!
* You may use as many lines as required per day. Your timesheet for the pay period may require multiple pages.
* Time sheets must be handed in by 8:00 AM on the Monday morning prior to the Friday payday.
* Please fill out your time sheet on a daily basis to ensure accuracy

 **‘Date’:**

* Enter first date of two-week pay period in top section of Time Sheet
* In the date column, enter only the number value of the date

**‘Job Location’:**

Job Location describes the location you are working in, these may include:

* Shade frames
* Field
* Pot-in-pot
* Greenhouse
* Delivery/ planting

**‘Work Completed’:**

This description section will contain various descriptions from day-to-day depending on what type of tasks you’re completing. The suggestions below provide some ideas and examples of what you might include in this section. More detail is better.

Retail Yard Examples:

* Putting orders away
* Pulling orders
* Daily duties
* Tying trees and checking irrigation
* housekeeping

Delivery/Installation:

* Invoice #
* job name

**Office will complete total hours in last column**