

**EMPLOYEE INFORMATION**Employee  
Name \_\_\_\_\_

Date: \_\_\_\_\_

**ACKNOWLEDGEMENT****I acknowledge receipt of the following:**

- **Timekeeping Policy & Procedures**

I have read the briefing or had it read to me. If I have any questions regarding the briefing, I understand that it is my responsibility to ask my supervisor or another member of management about it. I recognize it is my responsibility to review the policies, practices, standards, and rules it contains, and I agree to comply with them during my employment.

I understand the information in the briefing is intended to acquaint employees with general timesheet practices.

I understand I am responsible for following all timesheet procedures.

**SIGNATURE**\_\_\_\_\_  
**Employee**