



Time Sheet Policy for Employees and Contractors

Objective:

Pay periods for *Solaren Risk Management, LLP* are Sunday to Saturday. All time sheets are required to be submitted by 10:00 AM on the Monday following the pay period. Employees and contractors are paid on Tuesday of every week, 2 weeks after the week worked. Employees and contractors will submit a time sheet to timesheet@solarenrm.com. You are only allowed to fill out one-time sheet per week. You will need to list every assignment individually in the email. Late fees will be assessed for any employee or contractor who fails to comply with this policy. The late fee will be deducted from the late check, all late fees are for \$25.00. You must fill out the timesheet in the following manor for them to be processed:

Date:

Time: Total:

Location:

Client:

Mileage: (If applicable)

Special Notes:

By digitally signing this statement, you are acknowledging that you understand and agree to the terms of this company policy.

Solaren Risk Management, LLP