

# Time Sheet & EOM Report Instructions

We have created 3 documents for reporting time worked and commissions earned.

- **HoursTimeSheet-editable.pdf**
- **EmployeeTimeSheet-editable.pdf**
- **Monthly Commission Request.pdf**

All 3 are PDF's forms with editable/fillable fields to enter your information.

## **Please Read Notes Below:**

- Dates have a drop-down box, just click on the last day of the month, except where reporting hours, there you select the last day of the week (Sat.) with the last week ending on 15<sup>th</sup> or EOM.
- On HoursTimeSheet-editable, enter time as 8:02a or 1:05p (don't include the "m" in am or pm)
- Use space if needed to get to next field. It is one long field so will need to space over to Total Hrs
- Please convert Total Hours to a decimal. (4 hours and 15 minutes = 4.25 in decimal)  
A conversion chart is available to download to help with that.
- EmployeeTimeSheet-editable only allows for 1 digit in the daily squares, so only enter full hours worked there, the additional time (minutes) worked should be recorded on your hourly time sheet and in your totals at the bottom of that report.
- Save a copy with the end of the pay period date inserted into the name, keep a copy for your records also. (i.e HoursTimeSheet-blank.pdf is renamed HoursTimeSheet-3-31-2020.pdf)

Please include copy of last **Collector Payments Report** of the month for each unit worked.

Email Monthly Commission Request and last Collector Payments Report to [mark@qfgnet.com](mailto:mark@qfgnet.com)

Please add any relevant notes you wish in your email with your attached reports.

Please contact Mark if you have questions or problem with any of these reports.

## **ETO = You can earn an additional half day or full day off paid as follows.**

Catalogs are \$10,000 or half day and \$14,000 for full day.

Large balance is \$18,000 for half day, \$24,000 for full day.

These are based on Gross Collections and are specific to each unit, if you work 2 units you may earn a 1/2 day for each unit for a total of a full day off, but no more than 1 full day off can be earned from this bonus per month.

Your Daily Payments Report will inform you if you have earned time off.