

## **Analyzer International Inc.**

### **Online Employee's Manual**

#### **Section - Timesheets**

**Updated: Jan 7, 2021**

- 1. All employees are responsible to submit their timesheets promptly. The Excel timesheets shall be password-protected.**
- 2. The client timesheets must be signed by authorized clients' representative. They can be scanned and emailed to [eng.yeong@goanalyzer.com](mailto:eng.yeong@goanalyzer.com).**
- 3. All employees are responsible for completing their timesheets and making corrections. All timesheet corrections must be explained.**
- 4. Supervisors are not allowed to make timesheet corrections for other employees.**
- 5. Employees are required to password protect the Word or Excel timesheet documents.**
- 6. An exempt employee is one who is exempt from minimum wage laws and overtime regulations. All personnel with a civil engineering degree are considered exempt.**

- 7.** A non-exempt employee is one who is entitled to the federal/state minimum wage for each hour worked and entitled to receive overtime pay in accordance with federal/state laws and regulations.
- 8.** All employees are subject to prevailing wage laws while performing field inspection on prevailing wage projects.
- 9.** All employees **MUST** record **ALL** hours worked.
- 10.** For exempt employees not performing direct labor on project related items, all unpaid hours worked above 40 hours per week must be tracked on Analyzer timesheets and submitted during the pay period worked. In the event that the employee is providing direct labor to a prevailing wage project, the employee's overtime rate will be the greater of their base rate or the overtime rate dictated by the Department of Industrial Relations for the employee's classification. The employee's doubletime rate will be the greater of their base rate or the doubletime rate dictated by the Department of Industrial Relations for the employee's classification.
- 11.** For non-exempt employees, all the overtime worked will be paid at a minimum of 1.5 times the employee's base rate. All the doubletime worked will be paid at a minimum of 2.0 times the

employee's base rate. In the event that the employee is working on a prevailing wage project, that employee's overtime rate will be greater of 1.5x the base rate or OT Rate stipulated by State DIR or dictated by the Department of Industrial Relations for the employee's classification. Employee double time rate will greater of 2x the base rate or doubletime Rate stipulated by State DIR for dictated by the Department of Industrial Relations for the employee's classification.