

# Instructions for using A-Star's new 'Auto-Calc' timecard

## Revision 12-30-13 - Saturday Week-Ending Dates

1. Click in the date box, then select a date from the calendar. Always choose a Saturday
2. Enter time formats exactly as shown in the sample below. For example: 08:30 AM
3. This version will calculate overtime but will not calculate double-time. You will need to complete a manual timecard if you are entitled to double-time compensation.
4. A message will display if you violate California meal period laws, which are outlined in the lower half of the actual timecard. Make certain that you understand and comply with these laws. See the Wednesday and Thursday examples below..
5. When your timecard is complete, print it out and submit to your supervisor for approval
6. Send your approved timecard to A-Star using one of the following methods no later than NOON on Monday:
  - Fax to (619) 574-7567 or (619) 574-6700
  - Rescan as a PDF and send as an e-mail attachment to: **PayrollFax@AStarStaffing.com**
  - Hand deliver
7. This version is designed to work with Adobe Reader, version 7 and higher. If you have problems, try downloading the most recent version of Adobe Reader at: <http://get.adobe.com/reader/>  
If problems persist, e-mail Dan Barnes at **Dan@AStarStaffing.com** with a description of the problem.

### TIMECARD SAMPLE



### EMPLOYEE AUTO-CALC TIMECARD FOR THE WEEK ENDING ON SATURDAY

Always a Saturday!

01/04/14

	DATE	TIME		LUNCH		HOURS <i>(Overtime must be pre-approved)</i>		AUTO-CALC MESSAGES	
		START	FINISH	TIME OUT	TIME IN	REG	OT		
SUN	12/29	8:30 AM	5:30 PM	12:00 PM	1:00 PM	8.00			
MON	12/30	8:47 AM	7:16 PM	12:06 PM	12:44 PM	8.00	1.85		
TUE	12/31								
WED	01/01	8:00 AM	5:30 PM	<b>MISSED MEAL PERIODS</b>		8.00	1.50	Meal Period Violation. Cannot override. Add 1 hour to REG Totals.	
THU	01/02	8:00 AM	1:30 PM	<b>PERIODS</b>		5.50		Misssed Meal. Employee & Supervisor signatures indicate consent, otherwise contact A-Star.	
FRI	01/03								
SAT	01/04							0	
CHECK HANDLING		<input type="radio"/> HOLD FOR PICK-UP	<input type="radio"/> MAIL	<input checked="" type="radio"/> DIRECT DEPOSIT		<b>TOTALS</b>	<b>30.50</b>	<b>3.35</b>	<b>PRINT TIMECARD</b>
COMMENTS / REIMBURSABLE EXPENSES Client reimbursement for parking: \$15 / Receipt attached						ANY WORK RELATED ILLNESSES OR INJURIES THIS WEEK? <input type="radio"/> YES <input checked="" type="radio"/> NO IF YES, PLEASE EXPLAIN:			
<b>EMPLOYEE :</b> I certify that the above is true and correct and that I have read the <i>INSTRUCTIONS &amp; INFORMATION</i> below. California law permits an employee to waive the required meal period, by mutual consent of employee and employer, when total hours of work for the day is less than six hours. My signature affirms that I have agreed to waive the meal period violations noted above. Please contact A-Star if you do not agree.								<b>NAME of CLIENT COMPANY:</b> <div style="border: 1px solid red; padding: 5px; text-align: center;">ACME Widget Company</div>	
<div style="border: 1px solid red; padding: 2px;">John Jones</div>			<div style="border: 1px solid red; padding: 2px;">01/06/14</div>						
PRINT NAME		SIGNATURE		DATE					
<b>CLIENT APPROVAL:</b> Your signature confirms that you are in agreement with the terms and conditions below and the hours listed above are correct. California law permits an employer to waive the required meal period, by mutual consent of employee and employer, when total hours of work for the day is less than six hours. My signature affirms that I have agreed to waive the meal periods noted above. Please contact A-Star if you do not agree.									
PRINT NAME		SIGNATURE		TITLE		DATE			