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Timesheet Policy

The key to consistently timely payments is making sure workers' hours are submitted accurately and on time. It is also essential that manager approval for hours is received on time. Workers must submit timesheets for approval by 10:00 PM EST each Friday (Submission Cutoff) for the work week ending that day. Managers should act on pending timesheets (either approve or reject them) by 4:00pm EST the following Monday (Action Cutoff). Thus workers should receive an email notification by the Action Cutoff.

There is both a primary approver and a backup. The email addresses for both are displayed on-screen after the worker submits a timesheet. Workers can also come back to a timesheet in "Pending Approval" status at any time to see who the approvers are.

After submitting a timesheet by the Submission Cutoff, if the worker does not receive the email notification by the Action Cutoff, the worker should follow up with their primary approver. In cases where a timesheet is rejected, actively work to resolve the issue so the timesheet can be resubmitted and approved no later than 6:00 PM EST Monday (Final Approval Cutoff).

It is the worker's responsibility to make sure their timesheet gets approved.

Note that the primary approver may be someone other than the worker's direct manager. If the primary approver is unavailable for any reason (vacation, sick etc.) or simply does not respond, it is the worker's responsibility to contact the backup approver.

Summary

Submission Cutoff	10:00 PM EST Friday
Action Cutoff (Approve/Reject)	4:00 PM EST Monday
Final Approval Cutoff	6:00 PM EST Monday

It is everyone's goal to ensure that workers are paid on time consistently. If timesheets are submitted or approved late, workers may not be paid on time.

If a timesheet is approved late (not merely submitted late), the worker must send an email Everyware to LateApproval@everywareinc.com. The worker can simply forward the automated "Timesheet Approved" email received from MC2 Anywhere or send an email that states which work week(s) was approved late. Without manual intervention, such hours are not processed by the payroll system.

Additional Important Information

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Workers and Timesheet Approvers

Piecework

The timesheet system can handle units other than hours. The Task Order shows what a “unit” corresponds to. If units are based on fixed deliverables or something other than hours, the number of units to be paid should be entered. For example, if being paid a daily rate, a “1” should appear on the timesheet for each day, not an “8”.

Classes

Classes identify the client's charge codes. The timesheet will include a pull down list showing the available Classes. If a new Class is needed, the worker should ask the timesheet approver (or manager) to send a request according to the client's policy for managing such requests.

Workers Only (W2 & 1099)

After your timesheet account was created, you received an email which contained login credentials as well as links to web pages with instructions for configuring your account and using the system. The system is located at <https://www.mc2anywhere.com>. Here are some additional notes about it.

Automated Email Notifications

Various automated email notifications will arrive from time@mc2anywhere.com.

Please ensure any email/spam filters are configured to allow this sender.

Contacting Your Approver

Immediately after you submit a timesheet, your approver's contact information appears above your name. Contact your approver if you do not receive an automated approval notification or if you have any questions about submitted time (for example, if a timesheet is rejected).

Timesheet Reminders

If you do not submit a timesheet by 8pm each Friday, you will receive an automatic email reminder. If you do not have anything to report on the timesheet that week, you can simply ignore the reminder. If you do not wish to receive reminders at all, please contact us and we can turn them off.

Matching Up "Customer" Name On The Timesheet

There is a column on the timesheet called "Customer:Job". When you fill out a timesheet, the Customer part of that column **must always match** the Customer part of the "Class" column as shown:

Weekly Timesheet

Name: Doe, John
Week Of: Oct 4 to Oct 10, 2008

Customer:Job	Class	Sa
Everyware Product Corp.:Doe, John	Everyware Product Corp.:101	

Correct

Note: Some timesheet elements that are normally visible have been removed from these screen shots in order to show the two relevant fields more clearly.

Incorrect

Weekly Timesheet

Name: Doe, John
Week Of: Oct 4 to Oct 10, 2008

Customer:Job	Class	Sa
Everyware Product Corp.:Doe, John	Everyware Service Corp.:102	

Your timesheet will be rejected if the "Customer" parts of the "Customer:Job" and "Class" fields do not match. You should then edit/resubmit.

Employees Only (W2)

Paystubs

Several days before payday, paystubs are posted online at <https://viewmypaycheck.intuit.com>. Shortly after your timesheet account was created, you received an email invitation to create an account in order to view/print your paystubs:

Everyware Incorporated - ViewMyPaycheck Invitation

Jace Greenman has granted you access to the Web application Everyware Incorporated - ViewMyPaycheck. You may need to create an Intuit account if you do not already have one.

[Sign in to Everyware Incorporated - ViewMyPaycheck >](#)

This invitation is generated by Everyware Incorporated - ViewMyPaycheck. If you have trouble using the links above, copy and paste the following Web address into your browser:
<https://workplace.intuit.com/db/be4sf2k7i>

In order to view/print your paystubs online, you must first create an account by clicking the link in the email. Then, when a new paystub is posted, you will receive the following email from VMPAdmin@everywareinc.com:

ViewMyPaycheck

Your latest pay stub is now available online.

[Sign in to ViewMyPaycheck](#)

Thank you.

Want to turn off email notifications? [Click here for instructions.](#)

Simply click the link in the email to sign in and view your paystub. You may need to manually change the "To" date to the upcoming pay date.

Overtime

If you are non-exempt, hours worked in excess of 40 per week (in excess of 8 hours per day, in some states) must be entered on your timesheet as "overtime" so that you will be paid time-and-a-half. To enter overtime hours, on a separate line choose the overtime "Service Item" on the timesheet and match it with the overtime "Payroll Item" as shown:

Weekly Timesheet		
Name	Doe, John	
Week Of	Mar 15 to Mar 21, 2008	
Service Item	Notes	Payroll Item
Labor:Doe, John:Hourly Rate 1		Hourly Rate 1
Labor:Doe, John:Hourly Overtime 1		Hourly Overtime 1

Note: Some timesheet elements that are normally visible have been removed from this screen shot in order to show the two relevant fields more clearly.

Your timesheet will be rejected if you do not enter overtime correctly, or if the overtime is not coded as shown above.

Timesheet Approvers Only

Automated Email Notifications

Automated email requests to review timesheets will come from webmail@mc2anywhere.com.

Please ensure any email/spam filters are configured to allow this sender.

Overtime

For non-exempt workers, by-law hours worked in excess of 40 per week (in excess of 8 hours per day, in some states) must be entered as “overtime” so that workers will be paid time-and-a-half. A properly coded timesheet will have the overtime “Service Item” matching the overtime “Payroll Item” on a separate line as shown:

Weekly Timesheet		
Name	Doe, John	
Week Of	Mar 15 to Mar 21, 2008	
Service Item	Notes	Payroll Item
Labor:Doe, John:Hourly Rate 1		Hourly Rate 1
Labor:Doe, John:Hourly Overtime 1		Hourly Overtime 1

Note: Some timesheet elements that are normally visible have been removed from the screen shots on this page in order to show the two relevant fields more clearly.

You must reject the timesheet if a worker does not enter overtime correctly, or if the overtime is not coded as shown above.

Matching Up “Customer” Name On The Timesheet

There is a column on the timesheet called “Customer:Job”. When you approve a timesheet, ensure that the Customer part of that column **always matches** the Customer part of the “Class” column as shown:

Correct

Weekly Timesheet		
Name	Doe, John	
Week Of	Oct 4 to Oct 10, 2008	
Customer:Job	Class	Sa
Everyware Product Corp.:Doe, John	Everyware Product Corp.:101	

Incorrect

Weekly Timesheet		
Name	Doe, John	
Week Of	Oct 4 to Oct 10, 2008	
Customer:Job	Class	Sa
Everyware Product Corp.:Doe, John	Everyware Service Corp.:102	

You must reject the timesheet if the “Customer” parts of the “Customer:Job” and “Class” fields do not match. Then ask the worker to edit/resubmit.