CRG | COLVIN RESOURCES GROUP

# Time Submittal Instructions

Our weekly payroll period runs from Monday to Sunday.  Please be aware that we must receive your supervisor-approved time report in by 12noon each Monday in order for you to receive your direct deposit each Friday.

To submit your weekly hours, please follow the instructions below:

1) Go to the following link: http://colvinresourcesgroup.com/timecard/.  You can also get to this page by going to our website (www.colvinresourcesgroup.com) and clicking on the "Employees" tab and clicking on "Timecard."
2) Put in the correct week ending date (this will always be the Sunday of the week you just finished working).
3) Fill in your name and email address.  Please use your work email address if possible.
4) Fill in the hours you worked for the week.  Please note:  The first and last columns are for Start and Finish time and the middle two columns are for time taken for lunch.  You will need to specify whether it's "am" or "pm" and it will automatically round your time to the nearest quarter.  Your total hours for the day will also automatically calculate after you have entered a time for each column.
5) If you did not take a lunch break on a particular day, you can leave the "Lunch Start" and "Lunch Finish" columns blank.
6) If there is a day that you did not work at all, you can leave each of those columns blank (Start Time, Lunch Start, Lunch Finish, and Finish Time).
7) After you have filled out each column for the days you have worked, your total regular hours and your total overtime hours will automatically calculate.  **Please check to make sure they are correct.**
8) Enter your Supervisor's name, your Supervisor's email address, your Supervisor's title, and the name of the company where you are working.
9) Enter the code that is listed at the bottom and click on "Send".  This will automatically send an email to Colvin Resources Group, notifying us that you have filled out a timesheet, and will also send an email to your supervisor at the email address you provided (so please enter the email address carefully).  **Your supervisor will then need to "Reply All" to the email stating their approval.**