STROMBERG E-SUPERVISOR POLICY

Under normal circumstances employees should not be editing their own timecards in e-supervisor. All staff with E-Supervisor rights should have their own edits and approvals done by their immediate supervisor. If for some unforeseen reason your immediate supervisor is out on payroll processing day and there are edits/approvals to be done to your timecard then you have rights to edit your own timecard. If you edit your own timecard you must put a comment in the comment section of the timecard describing why you are approving/editing your own card as well as complete the edit log to submit to Human Resources. Any transactions for your personal timecard should be entered thru e-access. Discipline up to and including termination will be issued to any employee found to be in violation of this policy.

I acknowledge that under normal circumstances, I am not permitted to edit my own timesheet.

_____ _____

EMPLOYEE SIGNATURE DATE

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EMPLOYEE NAME PRINTED

5/30/07