

Corporate Management Group

Declaring Working Hours

I, Diana Elton, declare my working hours as stated below. I understand that I can arrive and punch in up to ten minutes early. If I shall arrive up to ten minutes early to start working, I do not need to declare that in my hours as stated below.

If for some reason I am unable to arrive or stay for the full time, I will need to get that approved ahead of time.

Monday- 8:00 am to 4:00 pm

Tuesday- 8:00 am to 4:00 pm

Wednesday- 8:00 am to 4:00 pm

Thursday- 8:00 am to 4:00 pm

Friday- 8:00 am to 3:00 pm

** Every other Thursday I agree to deliver paystubs to the North plant. By doing so, I can leave 0.50 hours early on the following Friday instead of being reimbursed mileage.

Employee Signature: Diana Elton Date: 1/14/2020

Supervisor Signature: Kelsey Abbott Date: 1/14/2020