
COMPUTATIONAL MARINE ETHOLOGY RESEARCH INSTITUTE: TIMECARD TRAINING

Timecard Training: It is imperative to accurately capture hours worked and, if applicable, particular project billing hours for work completed on behalf of COMERI.



Time card rules and employer expectations:

- COMERI/ shall provide the employee with weekly work load expectations based on an employee's particular full time employee (FTE) load: 100% FTE requires 40 hours.
- COMERI shall make clear project funding for each employee.

Time card rules and employee expectations:

- The employee shall keep track of hours worked and meet the FTE requirement. Time charged can be a combination of work towards a particular project goal and can include holiday/vacation hours taken (if applicable).
- Sick hours are fully payable, however, must be tracked.
- Ideally, a laboratory book is kept to provide a record of work along with activities.
- Weekly sync on hours worked is required (report to direct supervisor)..

The employee acknowledges this training and time card expectations provided in this training.

Employee Name

Date Completed