



Advanced Industrial Services, Inc.

INTERCOMPANY CORRESPONDENCE



Proper Paperwork Procedures

Please note that the paperwork you fill out is not optional. Lack of properly following procedures costs the company time and money, and could potentially delay your paycheck. Please take the time to review the attached examples. *Failure to follow these procedures could lead to verbal/written warnings and ultimately disciplinary action.* If you have any questions about any of these examples, please contact accounting (either by phone or e-mail, accounting@AIS-York.com).

TIME SHEETS

1. Each person is responsible for completing his or her own timesheet. It is **not** the Foreman's responsibility. **No timesheet/no pay!**
2. Put your name on time sheet. Remember you're not the only one handing in a time sheet, and Payroll doesn't have the time to be a detective.
3. Date – Week ending date as well as each day of the week (whether you worked that day or not).
4. Use labor code. Labor codes are located at bottom of timesheet.
5. Record project number.
6. Per diem is to be recorded. Please indicate hourly vs. overnight.
7. ***Time sheets are to be mailed, faxed, or handed in Monday by 1:00 PM. Failure to do so can result in you not getting a paycheck that week. If you have problems getting paperwork into the office by the deadline, please contact payroll immediately.***

DAILY

1. Include job number.
2. Include customer's name.
3. Date
4. Names of people on crew, first and last names. If an employee is driving an AIS vehicle, please include the vehicle number beside the driver's name as well as including the vehicle under the equipment section.
5. Also include any temp names working on your job along with total hours worked.
6. Log all times, start, arrival on site, leave site, and arrive at shop. Don't forget to deduct your lunch from the total hours worked. If a lunch break is not reflected on your daily, it will be deducted from your total hours for that day. **Not taking a lunch break should be the exception not the rule and must be noted on the daily..**
7. Log total job hours. **Do NOT include travel that is paid by per diem.**
8. Fill in proper per diem and/or travel per diem that is on your job survey.
9. List any material used from our inventory.
10. List any rental equipment that was used on job.
11. List any AIS equipment used. Reference equipment list. If you need an updated one, see Tracie.
12. Detailed job description.
13. Foreman's signature.
14. ***Have customer sign daily.***
15. Mail, fax, or hand in dailys with your timesheet.

Note: *Do not put more than 1 (one) job on daily. If you are on the job by yourself, it is your responsibility to do the daily.*

PURCHASE ORDERS

1. Call in to Kath Orris @ ext. 223 or Karen Frazier @ ext. 200 for purchase order number. *You must know your job number before you call in.*
2. Must provide name of vendor.
3. Brief description of what you're buying.
4. Turn in the receipt with PO# on it. ***You can mail, fax, or hand deliver these with your time sheets. It is absolutely critical the your paperwork is turned in on a weekly basis. The purchase order is totally useless if received by accounts payable without proof of what was purchased after the invoice arrives.***

EXPENSE REPORT

1. ***Put your name on expense reports. Remember there are over 150 employees handing in expense reports.***
2. Date your report with the week ending date (Sunday of any given week)..
3. Log in any expenses you charged to the company credit card in the designated area. Note: You must include all receipts of anything you log on report.
4. Log in any expenses you have paid out of pocket. Note: Again, you must include all receipts with the expense report to be reimbursed.
5. Expense reports must be mailed, faxed, or handed in on a weekly basis. **Turning in months of expenses is unacceptable.**
6. Mileage is ___ mile. Please list your destination to-and-from and mileage. The mileage is checked against a software package and the project manager must approve mileage. For the current rate please see the posted signs in the break room.
7. ***No personal charges on company credit card.***

AIS, Inc. Paperwork Policy Review
Acknowledgement

My signature below acknowledges that the *Proper Paperwork Procedures* information pack has been reviewed with me and I understand its contents completely. I also understand that should I have questions on any of this material, I will contact Payroll for clarifications.

During this orientation I was informed that if I work in the fab shop I am responsible for using a timecard and if I work in the field, I am to use a timesheet and/or daily work order.

Additionally I understand that my failure to complete and/or submit timesheets/timecards as outlined in this material may result in a delay or absence of paycheck.

Employee Name (Print): _____

Employee Signature: _____

Signature from Payroll Dept. _____ **Date of Training:** _____

paperwork.cmg

DAILY TIME SHEET/WORK ORDER



ADVANCED INDUSTRIAL SERVICES, INC.
AIS GRAPHIC SERVICES, INC.
 3250 Susquehanna Trail
 York, PA 17406
 717.764.9811
 Fax 717.764.3144

JOB NO.: 10490

CUSTOMER: ABC Company

PROJECT:

DATE: 10/15/13

CONTRACT JOB

EXTRA

TIME AND MATERIAL JOB

OTHER

NAME	START SHOP	ARRIVE SITE	LEAVE SITE	ARRIVE SHOP	TOTAL HRS	REG	O/T	D/T	PER DIEM TRAVEL MEALS	
									(HRS)	(\$)
Mike Smith		7:00	5:30		10	8	2		2.5	
John Brown		7:00	3:30		8	8			2.5	
Steve Doe		7:00	3:30		8	8			2.5	

MATERIAL: (see attached inventory for additional materials)	EQUIPMENT	CODE	HRS
	Welder	E-03	8
	L-11	L-11	8
	GB-16	E-19	8
	Rollback 52	52	8
	Truck 85	85	8
RENTAL EQUIP:			
Scissors lift - United rentals			
	SUBCONTRACTORS:		
	none		

JOB DESCRIPTION: _____

 Relocated misc equipment within the customer's facility. Loaded out onto customer's truck one chiller unit

FOREMAN: Mike Smith **AUTHORIZED CUSTOMER REP:** Customer/Company signature

DAILY TIME SHEET/WORK ORDER



ADVANCED INDUSTRIAL SERVICES, INC.
AIS GRAPHIC SERVICES, INC.
 3250 Susquehanna Trail
 York, PA 17406
 717.764.9811
 Fax 717.764.3144

JOB NO.: 10490

CUSTOMER: ABC Company

PROJECT:

DATE: 10/15/13

CONTRACT JOB
 EXTRA
 TIME AND MATERIAL JOB
 OTHER
 T&M NTE

NAME	START SHOP	ARRIVE SITE	LEAVE SITE	ARRIVE SHOP	TOTAL HRS	REG	O/T	D/T	PER DIEM TRAVEL MEALS (HRS) (\$)
Mike Smith		7:00	5:30		10	8	2		35.00
John Brown		7:00	5:30		10	8	2		35.00
Steve Doe		7:00	5:30		10	8	2		35.00
Temp's Name (Temp)		7:00	5:30		10	8	2		

MATERIAL: (see attached inventory for additional materials)	EQUIPMENT	CODE	HRS
	Welder	E-03	8
	L-11	L-11	8
	GB-16	E-19	8
	Rollback 52	52	8
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Scissors lift – United rentals			
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