



ASM GLOBAL SIGN-IN/OUT REQUIREMENTS AND POLICY

- **Blue or Black Pen Only** – Always use blue or black pen to sign-in/out
- **Sign-in/out** - You are responsible to personally sign-in and sign-out
- **Rigging Time and Key Rates** – It is your responsibility to account for any rigging time and/or key rate hours
- **Initial In and Out** – Make sure to initial your time at the END of your shift. By initialing your time, you are confirming the information is complete and accurate
- **Record Actual Times Worked** – Sign-in/out actual times worked to the appropriate ½ hour (Truck times are excluded)
- **Write Clearly** – Make sure your writing is clear and legible
- **Fill-in Missing Information** – If your ID number is missing, please fill it in. If your name is not provided, please sign-in in an open space
- **Do Not Scratch-out Information** – Use white-out to make any changes

Take the time to ensure that all your work records are accurate and clear!

If you have any questions regarding your pay and/or recording your time, please call the payroll office at **303.228.8048** as soon as possible!



PAYROLL PROCEDURE ASM GLOBAL – DENVER Stagehands

PAYROLL SIGN IN/OUT SHEETS

It is your responsibility to personally sign your time in on the sign in sheet at the start of your call, and to personally sign out your time and initial before you leave at the end of the call. You must ensure that your time worked is correct and various jobs noted (i.e. rigging, spotlight, flyman, etc) in the columns provided or written next to your name. It is against company policy to record another employee's time card and/or permitting another employee to record one's time card. By you signing off on the sign in/out sheets, you are agreeing/certifying that the time stated on the sheet is a correct record of your time worked for the show/period indicated.

It is against company policy to record another employee's time card and/or permitting another employee to record one's time card. By signing the sign-in/out sheets, you are agreeing/certifying that the time recorded on the sheet is an accurate/correct record of your time worked for the show/period indicated.

PAYROLL CHECK QUESTIONS

Any questions regarding your pay check, including wages and deductions, must be directed to the **payroll department at 303.228.8048**. It is essential for you to contact payroll as soon as possible to assist in an expedient resolution for any issues.