



MEMORANDUM

To: All Copper Hill Construction, Inc. Employees
RE: Payroll, petty cash, and transactions

All Paychecks will be available for pick-up every **Friday from 12:00PM-4:00PM**
At **122 S. Olsen Ave. Ste.102, Tucson, AZ 85719.**

Timecards for the current work week are due and must be submitted on Friday when picking up paychecks (NO EXCEPTIONS). *Failure to submit a timecard on Friday, will result in your check not being processed until the following pay cycle (2 Fridays later).*

Sick Pay is available through weekly accrual. It must be requested and submitted on your timecard. If you have Sick Pay hours available and they are approved, they will be paid on your following check.

Mandatory 30-minute lunch must be added each day to your timecard.

***Only exception is on "Pour-days"** and must be specified on your timecard*. If 30-minute lunch is not deducted and documented by employee, then the office reserves the right to adjust the timecard to reflect the Mandatory 30-minute lunch deduction.

Invoices, receipts, or Sales and Delivery tickets must be submitted to the office no later than 4:00 PM on the Friday following the day any petty cash was received.

Petty cash received by an employee is the responsibility of that employee and no one else. This includes any receipts associated with transactions and the petty cash provided. No Exceptions.

Fuel receipts require the following information: Date and timestamp, price per gallon, total gallons pumped. (Receipts missing this information will not be processed, *no exceptions.*)

Lost receipts are subject to a deduction from the paycheck of the responsible employee the following pay cycle.

Reimbursable payment methods on receipts for expenses submitted are only in the form of credit, debit, or cash (*no exceptions*).

48-hour notice for documents is required for any requests of documents, copies, letters, or any other miscellaneous paperwork from the office.

***Implementation of policies and procedures is subject to change. You will be notified of any changes to policies and procedures by your supervisor or an office staff member.*