



EPIC TIME SHEET SUBMISSION GUIDELINES

1. All work submitted on an EPIC time sheet must be verified by the immediate supervisor and signed prior to submitting to EPIC.
2. No EPIC part-time employee may work more than 30 hours in a week (Sunday to Saturday) or exceed his/her maximum number of hours (if the designated amount is below 30) without written permission from the program or county contact or the EPIC Administrator. (A copy of that permission should be attached to your time sheet when you submit it to EPIC.)
3. It is the employee's responsibility to ensure that time sheets are verified/signed and submitted to EPIC by the due date. Late time sheets are not paid until the following pay period. See the attached due date chart.
4. Verified and signed time sheets may be submitted one of the following ways:
 - **EMAIL:** (This is the preferred method) Scan and email your time sheet directly to the EPIC Administrator by NOON on the due date. Email to Sherry Barnett at sbarnett@wvesc.org.
 - **FAX:** You may fax your time sheet to 304-267-3599 by NOON on the due date. Please mark it ATTENTION PAYROLL and check to make sure it goes through.
 - **DROP OFF** your time sheet or **MAIL** it to our office. 109 S. College Street, Martinsburg, WV 25401.

It is recommended that you keep a copy of your time sheets for your records. If you have questions about your time sheet, see your immediate supervisor or contact EPIC HR or Payroll.