

Form ID:	Time Keeping Guidelines Acknowledgement
Date of Issue:	
Issue Number:	1.0
Form Owner:	Human Resources Department

Time Keeping Guidelines Acknowledgement

I hereby acknowledge that I have received the Time Keeping Guidelines that explain the policies and procedures for properly maintaining my BCF Solutions Inc. timesheet.

I further agree to abide by these policies and procedures throughout my employment at BCF Solutions and I understand that disciplinary action may result from any attempt to circumvent Company policy.

I also understand my responsibility to report any incidents of fraud, waste, or abuse to the Department of Defense Hotline as well as Human Resources.

Employee Signature

Employee Name (Please Print)

Date