



Dear Employee,

We welcome you as our newest member of PSI family. We are delighted you have joined us! We wish that your journey with us, will be a gratifying one. Your contribution is important to ensure our sustained success and growth. We will ensure that, settling-in here will a cool experience for you.

Please take a time to download your own

- EMAIL SETUP
- WEBEX
- CONFERENCE CALL – [Freeconferencecall.com](http://Freeconferencecall.com)

Again, Welcome to the PSI family!

Zealous Regards,

PSI Management



## **1. Office Etiquette**

Because of the office structure and arrangement, it is necessary that everyone be conscious of the need for a quiet atmosphere conducive to the work done in the area. Talk and voice-communication should be maintained at a low-level and the use of profanity is strictly prohibited. Loud or boisterous behavior is unacceptable.

## **2. Dress Code**

Employees are expected to wear appropriate attire for a business operation. Basically, a person should present a neat and clean image.

Although it is not desired to establish strict clothing standards, if a supervisor believes certain dress is unacceptable for the office, their concern will discretely be brought to the attention of the individual and an agreeable solution reached. In those cases where an agreeable solution cannot be reached between the parties, other appropriate offices or parties will be consulted to assist in resolution.

## **3. Workstations**

Workstations should be kept in a neat, business like appearance. Inflammatory or derogatory items are unacceptable in the workplace. Computer screensavers and Desktop backgrounds should be appropriate for a business atmosphere.

## **4. Telephone and other personal devices**

All personal telephone calls should be brief and made only when necessary.



Apart from cell phone, no other personal communication devices are allowed in the office premises.

## **5. Zero tolerance for substance abuse, smoking, alcohol and tobacco**

Management will have zero tolerance for any drug usage, smoking, alcohol consumption or usage of tobacco products within office premises. This may result to immediate termination from the services.

## **6. Office Visitors**

Visitors to the office should be addressed quickly and courteously. If persons arrive at an area they should be asked in a non-confrontational manner the nature of their business and be directed to the appropriate person or area. If you are not absolutely sure how to assist a visitor, refer them to a supervisor.

### **a. Work Related Visitors:**

Often persons will hand carry a document or transaction to ensure it is received in the office or to obtain special handling of the item. Whenever possible, such accommodations should be made. However, such interruptions should not interfere with the accomplishment of work assigned by supervisors.

In those cases where a visitor has asked for work which will impact accomplishment of the work assigned by the supervisor, the employee should request that a priority be assigned by the supervisor to the original assignment and the new work.



**b. Personal Visitors:**

Every effort should be made to schedule personal visits during lunch or break periods. Personal visits during office hours are discouraged. Children should not be brought to the office as an alternative to child care.

Emergency visits should be dealt with promptly and with a minimum of disruption to office routine and other staff. Persons waiting for an employee to finish their shift, should wait outside the office area (lounge, etc.).

The staff member is responsible for insuring that visitors conduct themselves in a manner that complies with all office policies.

- ) Please do not use any kind of Porn or Sex related contents or material should not be used from any media/Website.
- ) We strictly follow the policy and for this reason its ZERO Tolerance.
- ) NO Personnel Website or NO Personnel Email should be used during office hours.



## Influence of timesheet in organization

Timesheet have become a necessarily an important implementation that each organization should have. Organization can lose a large part of their money if they cannot organize their employees in an effective way! The company which does not deal with these things effectively will normally result in overpaying their employees. Here we are going to discuss the influence that these timesheets can have over the organization.

The first and the foremost thing that a timesheet ensure accuracy, reliability is over payroll. Payroll is a vital aspect of any organization even a minor glitch in these payrolls will not be tolerated by anyone. Naturally if the size of the organization is big so will be the number of employees and hence there is a possibility for an error. But timesheet make sure that the employees are paid for what they have worked.

If a timesheet is properly maintained in an organization it will act as a written proof for the amount of time they have worked. Sometimes employees may claim that they have worked for more hours than they have been paid for. In such a case if there is no solid proof then it will create chaos among the employees. But if a web based timesheet is used then it will be a written proof stating the time they have worked in the company.

Another important reason is these timesheets are an important way to track the over time. work done in overtime normally will be paid more than the normal work in such case accuracy is a prime factor and timesheet can handle them with ease!!

There are various types of timesheet. A very basic one is the paper based timesheet where you can simply keep a track of the work done by your employees. But the problem is these are quite ineffective and a lot of manual work has to be done to calculate payroll and all. Besides there is a high risk of doing some manual errors in payroll calculation.

Taking the risk and difficulties in this paper based timesheet one can afford for a web based timesheet which is quite simple to use and very effective and accurate. With this calculating payroll, maintaining absentees list will all become quite simple. Apart from that report generation can be done with great ease which is not possible



in paper based timesheet. If you plan to run your business effectively then it is a must to keep a track of your employee time. And also using timesheet will help you to avoid the problem of over utilization or underutilization of the employees. When a timesheet can save you 1000 dollars why should you think to spend few hundred dollars!!!!