



## TIMESHEET COMPLIANCE POLICY FOR TEMP EMPLOYEES

To ensure that you are paid accurately and on time, please adhere to the following timesheet guidelines. Failure to comply with these instructions may result in delayed payment.

### Guideline Details:

1. **Completing Your Timesheet:**
  - Ensure that your timesheet is filled out completely; leave no blank spaces.
  - Timesheets must be filled out in ink or typed to ensure legibility and permanence.
  - Do not alter the timesheet once it has been completed. If an error is made, you must start over with a new timesheet. Corrections made using white-out or by crossing out are not accepted.
2. **Submission Deadlines:**
  - It is your responsibility to have your timesheet signed by your supervisor. A timesheet without a supervisor's signature is considered incomplete.
  - You must ensure that your supervisor sends the completed and signed timesheet to [payroll@staffingboutique.org](mailto:payroll@staffingboutique.org).
  - Timesheets must be received by our payroll department no later than 6 PM on Monday for the previous week's work. Timesheets received after this deadline may result in a delay in your payment.
3. **Legal and Ethical Compliance:**
  - Falsifying a timesheet in any way is a serious offense and is considered forgery, which is a crime fully punishable by law.
  - Engaging in any form of timesheet falsification, including forging signatures or altering hours worked, will result in immediate termination of your employment.
  - Instances of falsification will also be reported to the police department and relevant Unemployment Agencies.
4. **Support and Assistance:**
  - If you have any questions about how to complete your timesheet, or if you encounter any issues, please do not hesitate to contact [payroll@staffingboutique.org](mailto:payroll@staffingboutique.org) or reach out directly to your Recruiter.

**Compliance Reminder:** Your adherence to these guidelines is essential not only for timely payment but also to maintain ethical standards and legal compliance. We appreciate your cooperation and commitment to accuracy in all your submissions.