



TIMESHEET POLICY FOR TEMPORARY EMPLOYEES

To ensure timely and accurate payroll processing for temporary employees placed by Staffing Boutique. This policy outlines the responsibilities and deadlines for reviewing, approving, and submitting timesheets for supervisors.

This policy applies to all clients of Staffing Boutique who have active temporary employees.

POLICY GUIDELINES:

1. **Timesheet Submission:**
 - Temporary employees are required to complete their timesheets at the end of each work week, documenting all hours worked.
 - Employees must accurately fill out their timesheets, ensuring that start, end, and break times are clearly recorded.
2. **Reviewing Timesheets:**
 - It is the client's responsibility to review the timesheets for accuracy and completeness. This review must confirm that the reported hours accurately reflect the work performed by the temporary employee during the specified period.
 - Any discrepancies found during the review must be addressed and corrected prior to approval.
3. **Approving Timesheets:**
 - Once reviewed, the client must approve the timesheet. Approval signifies that the client verifies the hours worked and authorizes Staffing Boutique to process payment based on the reported hours.
 - Clients should maintain a copy of the approved timesheet for their records.
 - Faxed and/or electronic signatures including your email address constitute confirmation and approval of the timesheet.
4. **Submission to Staffing Boutique:**
 - Reviewed and approved timesheets must be emailed to payroll@staffingboutique.org.
 - All timesheets for the previous week's work must be submitted by 6 PM on Monday. This allows for adequate processing time to ensure that temporary employees are paid in accordance with federal and state labor laws.
5. **Late Timesheet Submissions:**
 - Timesheets received after the Monday 6 PM deadline may result in delayed payment processing. Staffing Boutique aims to process all payroll transactions promptly; however, timely submission by clients is essential for this process.



STAFFING BOUTIQUE, INC.

- Clients are encouraged to establish internal reminders and checks to ensure adherence to the submission deadline.
- 6. **Amendments and Adjustments:**
 - Any necessary adjustments to timesheets after submission must be communicated immediately to Staffing Boutique. Adjustments may include corrections to hours worked or the addition of overtime.
 - Revised timesheets must be clearly marked as "Amended" to avoid confusion with initial submissions.

Compliance: Adherence to this timesheet policy is essential for compliance with employment and labor regulations. Staffing Boutique Inc. is committed to supporting our clients and temporary employees by providing tools and assistance to meet these requirements efficiently.

Support: For any questions or assistance with timesheet procedures, please contact Staffing Boutique's payroll department directly at payroll@staffingboutique.org or call Katie Warnock at 201.232.6517.