



## **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 Digital Timesheet**

- You are required to **clock in and out daily** using the digital timesheet system for each assigned workday using the FingerCheck app. Download and install this app from the [Apple App Store](#) or [Google Play](#).
- Time entries must be completed **only during the scheduled assignment hours** and while physically present at the assigned worksite.
- Any additional hours or overtime must receive **prior approval** from the client or supervisor.
- Do **not** attempt to manually alter or re-enter time once it has been submitted.
- If you make an error or miss a punch, notify [payroll@staffingboutique.org](mailto:payroll@staffingboutique.org) **as soon as possible** so it can be reviewed and corrected appropriately.
- Lunch breaks are **automatically deducted**, and no additional punches are required for break time.

#### **2. Review & Approval Process**

- Your recorded hours will be sent electronically to the client or supervisor for review.
- Supervisor approval is required for your time to be processed. Approval is provided electronically and replaces handwritten signatures.

#### **3. Payroll Deadlines**

- All time worked for the previous week must be **reviewed and approved by 6:00 PM on Monday**.
- Failure to properly clock in/out or delays in approval may result in **delayed payment**.
- It is your responsibility to ensure your time entries are accurate and completed on time.

#### **4. 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, may result in immediate termination of your employment.
- Instances of falsification will also be reported to the police department and relevant Unemployment Agencies.

**5. 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.