



Timesheet FAQ

1. When do I need to complete my timesheet?

You must **clock in and out daily** using the digital timesheet system during each scheduled workday. Your time is recorded in real time—no end-of-week submission is required. Here is the [full instructions](#).

2. Do I need to email or upload my timesheet?

No. Timesheets are **submitted automatically** through the app. You do not need to email, upload, or send photos of your timesheet.

3. Is there a deadline for my time to be submitted?

Yes. All time worked for the previous week must be **clocked, reviewed, and approved by 6:00 PM ET on Monday** to ensure timely payment.

4. What if my supervisor has not reviewed or approved my time?



If your timesheet has not been reviewed or approved by the deadline, please contact **Staffing Boutique Payroll** at payroll@staffingboutique.org for assistance. Be sure to include your assignment location and supervisor's name.

5. Who approves my timesheet now?

Your supervisor will **review and approve your digital timesheet electronically**. No handwritten or physical signatures are required.

6. Do I still need to complete my timesheet every week?

Yes. Even for long-term assignments, you must **clock in and out daily**. Weekly approval is still required for payroll processing.

7. What if I make a mistake or miss a punch?

Do not attempt to edit your time entries yourself. If you make a mistake or miss a punch, contact payroll@staffingboutique.org **as soon as possible** so the issue can be reviewed and corrected.

8. Do I get paid for lunch?



Lunch breaks are **automatically deducted**. Automatic deduction of lunch break length will reflect the school or employers lunch break policy and in accordance with labor laws.

9. What happens if my time is not submitted or approved on time?

If your time is not properly clocked or approved by the Monday 6:00 PM deadline, **payment may be delayed** to the following pay cycle.

10. What if I was out sick and had accrued time?

You must sign a new timesheet with your sick hours and send it to payroll@staffingboutique.org. You do not need a signature from your supervisor.

Important notice:

Forgery is punishable by law. Falsifying timesheets and documents in any way will result in immediate termination and will be reported to Unemployment Agencies.