



Specialists in Medical Careers

---

## TIME SHEET POLICY

Your work week begins Monday and ends on Sunday. Payday is Friday, check pick up is from 7AM – 5:30PM. **TIMECARDS ARE DUE AT THE END OF YOUR SHIFT OR WORK WEEK ON FRIDAY afternoon.** If the site supervisor is not available send your time anyway so **we can start processing your time**, resend your time sheet with a supervisor signature on Monday. The latest we will accept time is Monday at 10:00 a.m., this is only for people who work the weekend. After faxing your time, call for confirmation. Indicate if you want your paycheck mailed, or if you would like to pick it up, otherwise we will hold your check.

- TIMESHEETS ARE TO BE PROPERLY DATED.
- TIMESHEETS MUST INCLUDE YOUR NAME.
- TIMESHEETS MUST INCLUDE THE CLIENT NAME AND REPORT TO SUPERVISOR.
- TIMESHEETS MUST BE RECEIVED AT END OF SHIFT ON COMPLETED ASSIGNMENTS.
- TIMESHEETS MUST BE RECEIVED FRIDAY AFTERNOON FOR ONGOING ASSIGNMENTS.

Please call SONJA if you have any questions: (469)-341-9665 (Payroll's Direct Line), (972) 484-3922 (Main Line) or email [sonjaa@cstaffing.com](mailto:sonjaa@cstaffing.com)

---

**Attached is a copy of Cn Staffing's how to sheet concerning time cards. Please read, then sign and return this acknowledgement.**

I have read and I understand the C<sup>n</sup>Staffing Timesheet Policy and agree to abide by this policy.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed Name)