STAFFING BOUTIQUE, INC.

Timesheet FAQ

1. When should I send my timesheet?

Timesheets are due by Friday at 6 pm ET at the end of your working week.

2. Can I send a photo of my timesheet?

No. Please send your completed and signed timesheet as a PDF format. Any timesheet sent otherwise is invalid.

3. When is the latest I can send my timesheet?

The latest you can send your timesheet is Monday at 5 pm ET. Timesheets received later will result in payment delays.

4. What if my supervisor is unresponsive?

Please contact Katie Warnock at katie@staffingboutique.org and include the name of your supervisor and company you are working at.

5. Who should I send my timesheet to?

Send your timesheet to payroll@staffingboutique.org.

6. Do I need my timesheet signed every week?

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YES. You get paid for the time you work hence, if you are on a long term assignment, you must submit your timesheet every week. All timesheets submitted must have the approval signature of your supervisor.

7. What if I made a mistake on my timesheet?

You would have to fill out a new timesheet form and have your supervisor sign it. Timesheets shouldn't have been altered in any way ex: white out, crossed out.

8. Do I get paid for lunch?

If you are working 6 hours plus a day, you are required to take a standard 30-minute unpaid lunch according to labor laws. However, there are organizations that offer paid lunch incentives.

9. What if my timesheet is late?

Late timesheets will be processed and paid the following working week.

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.