



STAFFING BOUTIQUE, INC.

TIMESHEET COMPLIANCE POLICY

In order for you to be paid in a timely manner the following steps MUST be completed:

- Timesheets are due on Friday of the week you work. Timesheets received any later than Monday 5pm will result in a delay of payment.
- **PDF ONLY**- I can no longer accept pictures or any other format.
- Timesheets must be filled out completely with no blanks spaces.
- Timesheets must be filled out in INK or typed.
- Timesheets cannot have been altered in any way ex: white out, crossed out. If you have an error you must complete a new timesheet.
- It is your responsibility to have your supervisor sign. It is not complete without a signature.
- Forgery is a crime! Fully punishable by law! Falsifying documents in any way will result in immediate termination and will be reported to NYPD and Unemployment Agencies.

For any questions please contact payroll@staffingboutique.org or reach out to your Recruiter.