



STAFF TODAY INC

Payroll & Time Sheet Policies

Please find attached the time sheet for your hours. Make copies of the time-sheet for future use. **The timesheet is due on the 15th and the end of the month. Pay day is on 10th and the 25th of every month.** If any of these days fall on a weekend payday is on the next business day.

- The time-sheet has to be signed by a supervisor at the facility approving the hours so that you can be paid.
- Any **Overtime or Holidays** worked must be approved by the facility and the Overtime approval form must be filled out and signed by you and the facility.
- For days you work over **8 (eight) hours, without overtime** for make up hours or any other reason. Please fill out the memorandum form to let us know that the extra hours worked are not to be considered overtime. This form **Must** also be signed by the facility.

Copies of these forms have been attached for your convenience but they can also be obtained by calling our office at 800-928-5561.

Thanks,

Staff Today Inc

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