



TIMESHEET POLICY

Important Information You Need to Know!

1. Cirrus Allied's payroll week begins on Sunday and ends on Saturday. Please use Saturday as the "week ending" date.
2. Cirrus Allied must receive your hours for the previous week before Monday at 12:00pm noon. The fax number is 866-791-7944. If you cannot fax your timesheet, you must call in your hours to 866-518-1750 extension 4410 or email them to hours@cirrusallied.com.
3. **You are responsible for getting your signed timesheet to Cirrus Allied.** If you give your timesheet to your on-site supervisor, keep a signed copy for your records.
4. If your facility uses an electronic time-keeping system, print your hours from the system and have your supervisor sign off on that. If that is not possible, make sure you copy the hours onto your timesheet so that they are an EXACT match.
5. Any late notification of hours may result in a delayed pay check due to the time it takes to process payroll.

***** VERY IMPORTANT *****

Payroll is processed weekly, therefore not sending in your timesheets results in held pay until they are received. Without exception, these timesheets must be signed by your manager.