

INTEGRITY STAFFING TIMECARD AND PAYROLL POLICY

Please read the following information regarding timecards and paychecks. Please sign at the bottom if you understand and agree to these requirements.

- ◆ All timecards for the previous week must be received by our office no later than **Tuesday at 10:00 am**. If you are unable to bring the original we will accept a faxed copy. We do ask that you bring the original in when you pick up your paycheck.
- ◆ **Always keep your copy of each timesheet**. Some supervisors may keep Integrity Staffing's copy to give directly to us but do not let them keep your copy.
- ◆ Timecards must be filled out completely including your name, company name, date worked, total regular and overtime hours.
- ◆ There must be an **authorized signature** on your timesheet in order for you to get paid. If there is no signature you will not be paid until we are able to obtain a signature. If the supervisor disagrees with the number of hours worked on an unsigned timesheet we will only be able to pay you the hours that the supervisor agrees to.
- ◆ If you are placed with a company that uses a punch clock it is your responsibility to punch in and out correctly. Failure to do so may result in your not being paid. Always leave your timecard at the place that you worked. If you forget to punch in or out you may not be paid if a supervisor can't verify that you were there.
- ◆ Your paycheck is available every **Friday morning at 8:00**. If you cannot pick up your check please call to make other arrangements. We cannot give your paycheck to someone else to pick up unless you have called or sent a signed note.
- ◆ If you would like your check mailed to you weekly please give written permission to Integrity Staffing to mail your check.
- ◆ **Integrity Staffing offers direct deposit**. If you would like to enroll we will need a canceled check or a photocopy of a check and a signed enrollment form. You can sign up at any time please contact Integrity Staffing if you are interested.
- ◆ Always check that your personal information is correct and inform Integrity Staffing of any changes immediately.

I have read the above instructions and understand the timecard and paycheck policy.

Applicant Signature

Date

Name (Please Print)