



## TIMESHEET POLICY

**Timesheets are due to us each Friday by 5:00pm**

Fax your time sheet to:

**866-848-9302**

Or

Scan / email to:

**timecards@manningpersonnelgroup.com**

**It is mandatory that your supervisor at the client site approves your timesheet on a weekly basis.**

Our work week is Saturday – Friday. The timesheet you send in on Friday must be for that current week of work.

Pay checks are available for pick-up at our office after 11am on Friday.

Once you are situated on your job site, call your recruiter and give them your work phone number and contact information.

**\*Manning employees are paid every other Friday, one week in arrears. This means that your Friday paycheck will be for the previous two weeks of work, ending the previous Friday. Please be aware that if you begin work on a pay-week, you will not receive a paycheck until the Friday two weeks later.**

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_