



Kenzie & Company, LLC d/b/a

The McIntyre Group

Temporary and Permanent Staffing Solutions

PLEASE PRINT CLEARLY

WEEK ENDING SUNDAY	MONTH	DAY	YEAR
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YOUR NAME

COMPANY NAME

WHICH OFFICE SENT YOU ON THIS ASSIGNMENT?

ASSIGNMENT STATUS: CONTINUING COMPLETED AVAILABLE

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME RECORD AND HAVE READ AND ACCEPT THE TERMS AND CONDITIONS LISTED ON THE REVERSE SIDE OF THIS TIME SHEET.

EMPLOYEE SIGNATURE

SEE TERMS AND INSTRUCTIONS ON REVERSE SIDE

63 Glover Avenue •Norwalk, CT 06850 • Tel: 203-750-1111 • Fax: 203-849-1116

DEADLINE MONDAY BY 5:00 PM

ROUND DAILY TOTALS TO THE NEARSET QUARTER HOUR, .25 = 15 MIN., .50 = 30 MIN., .75 = 45 MIN.

DAY	DATE	FROM	TO	LESS LUNCH	TOTAL HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

IF YOU HAVE ARRANGED FOR DIRECT DEPOSIT,
YOUR PAY STUB WILL AUTOMATICALLY BE MAILED.

TOTAL HOURS DO NOT INCLUDE LUNCH TIME	REGULAR TIME
	OVERTIME OVER 40 HOURS

I CERTIFY THAT THE MCINTYRE ASSOCIATE NAMED ABOVE WORKED THE HOURS LISTED ON THIS TIMESHEET AND I AGREE TO THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE.

AUTHORIZED CLIENT SIGNATURE

DEPARTMENT

PRINT NAME

TELEPHONE NUMBER

COST CENTER

Time Sheet Instructions

The following are the keys to effortless receipt of your weekly paycheck.

1. Fill out your time sheet completely including:

- [a] The week-ending date, using Sunday's date as the week-ending date.
- [b] Your name.
- [c] The name of the company at which you were working.
- [d] In the "Office" box, write the name of the McIntyre office for which you are working (i.e., Norwalk or Shelton).
*Let us know if your assignment is ending when you turn in your time sheet by checking the appropriate assignment status box. Also call your McIntyre staffing manger to communicate any changes in your assignment.
- [e] Sign your name on the "Employee Signature" line.
- [f] The dates corresponding to the days of the week which you worked.
- [g] The total time you worked each day excluding lunch and rounded to the **nearest quarter hour** (i.e., .25, .50, .75).
- [h] Total hours worked for the week, placing hours less than or equal to 40 hours in the "Regular Time" box and hours over 40 in the "Overtime" box.
- [i] Have your supervisor sign your time sheet on the "Authorized Client Signature" line.
*Be sure to retain the Golden Copy for your records, give the Pink Copy to your supervisor and mail the other two originals to our Norwalk office.

- 2. Be certain your time sheet is received by our payroll department in Norwalk no later than **Monday at 5:00 PM**. You may:
 - Fax your time sheet to our Norwalk Office, retain your fax confirmation sheet, and call to make sure it came through. Please call our time sheet hotline at **(203) 750-1111 ext. 7**, to verify receipt of your time sheet. If you fax in your time sheet you must also mail the originals to the Norwalk office.
 - Drop it off in person to our front desk administrative staff in Norwalk.
 - Mail it and call to make sure we have received it by Monday at 5:00 PM.
- 3. Friday is payday. This will compensate you for all hours worked through the previous Sunday.
 - Please enroll in direct deposit. Your funds will automatically be deposited in your designated bank account on payday. To initiate direct deposit, just mail or fax to us a copy of a voided check from your bank account. When you have arranged for direct deposit with our accounting department your earnings will be wired directly into your account on Friday, and a pay slip will be mailed to you.
 - If you do not use direct deposit, your check will automatically be mailed out to you each Thursday. McIntyre does not hold paychecks, or allow for paycheck pick up.