



## PAYROLL PROCESSING REMINDERS

In order to ensure that your payroll information is processed in a timely and efficient manner, please be aware of the following:

1. **Called In Hours CANNOT Be Accepted.** JLS clients require signed timesheets as verification of billable hours. Timesheets should be faxed to **404-591-6131** or mailed. All timesheets must be received **no later than 10:00 a.m. on Mondays**. *If your timesheet is late, your paycheck may be late.*
2. If you fill out a **Tempus IT Timesheet**, you must include:
  - A. Client Name
  - B. Employee Name (Printed)
  - C. Week Ending Date
  - D. Billable Hours (Actual Hours Worked)
  - E. **Non-Billable Hours: Vacation, Sick or Personal Time.** *We need Timesheets for Sick, Personal, and Vacation time!!*
  - F. Client's Signature
3. If you fill out a **Client's Timesheet**, you must include:
  - A. Client Name
  - B. Employee Name
  - C. Week Ending Date
  - D. Time In and Time Out
  - E. Less Lunch (if applicable)
  - F. Total Hours Worked
  - G. Client's Signature
4. **Calculate** hours to the nearest quarter hour.  
  
Example: 15 minutes = .25  
          30 minutes = .50  
          45 minutes = .75
5. **Client's Signature** is certification to the client's accounting department that the hours are **approved** for payment. *No payments will be made without the client's signature.*
6. **Distribution of Timesheet Copies:**
  - A. White Copy – Accounting Department
  - B. Canary Copy – Client
  - C. Pink Copy – Employee

If you need to confirm that we have received your timesheet or if you have any payroll discrepancies, please contact Nancy Ellison at (800) 280-4144, ext. 103. Also, please call Nancy with any updates to your phone numbers and/or email addresses.

Thank you for your cooperation!