



## Timesheet Process

Temporary Solutions would like to remind all employees to follow the correct procedures when filling out time sheets. This will ensure that all time sheets are processed in a timely manner and will prevent discrepancies on payroll checks. Time sheets must be turned into this office no later than 12:00 noon on Monday following the due date listed on the pay schedule. **All late time sheets will be processed in the next pay cycle.**

- Use one (1) time sheet for each pay period. Do not include dates not in pay period.
- Complete top right corner of the time sheet.  
Your Name (As shown on your SS Card), Personnel ID number (Your Personnel/Beacon ID Number will be emailed to you and your Supervisor once Payroll has closed), Dept/Division, Address, Supervisor, Supervisor's Phone Number.
- Do not use White out and always use BLACK INK when filling out time sheets.
- Submitting your Time Sheet: Make a copy for your supervisor, a copy for your records, and send the original time sheet to Temporary Solutions.
- Do not use block for "Temporary Solutions Office Use Only"
- Please do not hold on to time sheets. Make sure you submit them on the dates they are due.

### 3 Ways to Submit Your Time

- 1.) Drop off original time sheets at the main office located at 2321 Crabtree Boulevard, Suite 110. There is a secured drop box located outside the building next to the drive way.
- 2.) Faxed time sheets are also accepted. You must follow the process below if you choose to submit via fax. Call (919) 715-2632 **first** to receive a confirmation number and always write the number on the time sheet before faxing. The fax number is (919) 715-2627. The confirmation number will change each pay period.
- 3.) Emailed time sheets are now accepted. After signing your timesheet, the supervisor or designee can scan the time sheet in and email it to us at the email address provided. This will provide an easier and more secure time sheet submittal. The email address is [TS.timesheets@nc.gov](mailto:TS.timesheets@nc.gov)

**Sharon Peters and Beth Van Tol** are our Payroll Officer's and welcome any questions regarding payroll issues and wage verifications. They can be reached at (919) 715-2632 or by fax (919) 715-2627.

\*\*\*\*\***ALSO, please visit our web site regularly as this process may change\*\*\*\*\***

[www.nctemporariesolutions.com](http://www.nctemporariesolutions.com)

**Our Mailing Address:**

Temporary Solutions  
**1337 Mail Service Center**  
Raleigh, NC 27699-1337

**Our Physical Address:**

Temporary Solutions  
**2321 Crabtree Blvd, Suite 110**  
Raleigh, NC 27604

I have read and understood that it is my responsibility to get timesheets to Temporary Solutions as specified above.

Employee's signature \_\_\_\_\_ Date \_\_\_\_\_

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