Payroll Submission Policy

Purpose

The purpose of this policy is to ensure timely and accurate payroll processing by establishing clear requirements and deadlines for timecard submission.

Policy Statement

All employees are required to complete, verify, and submit their timecards in accordance with the payroll submission deadlines outlined below. Compliance with this policy is mandatory to ensure timely payroll processing.

Submission Requirements

- Timecards must be **fully completed**, **verified for accuracy**, and **signed off** by the employee (and supervisor, if applicable).

  Completed timecards must be submitted to **Accounts Payable (AP)** via email ap@northweststaffingnetwork.com

- The submission deadline is **Sunday at 7:00 PM** each payroll period.

Late Submissions

- Timecards received **after the Sunday 7:00 PM deadline** will **not** be processed for the current payroll cycle.
- Late submissions will be processed during the **next scheduled payroll**.

Responsibility

Employees are responsible for ensuring their timecards are accurate, complete, and submitted on time. Supervisors are responsible for timely review and approval, where required.

Compliance

Failure to comply with this policy may result in delayed pay and may be addressed in accordance with company procedures.

Acknowledgment

We appreciate everyone's cooperation and commitment to submitting timecards on time to support efficient payroll processing.



Policy Reviewed January 2026