



Recruiting a perfect fit.

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We normally process payroll on Tuesdays for the previous week. Our workweek runs from Sunday until Saturday. If Tuesday is a banking or post office holiday, checks will be mailed the following day.

✚ In order for your payroll to be processed on Tuesday we need to have your time sheet by **10:00am Monday** morning. If your timesheet is not received by 10:00am we may not be able to have the check for you until the following week. If there is no one on site to sign your timesheet please fax it in before 10:00am, and then refax it once you have been able to have it signed.

✚ Please fill out the time sheets correctly and completely, we need:

- 1) Start time and end time should be written as normal times (8:00, 8:30)
- 2) Lunch time should be filled with time out and back in (12-12:45)
- 3) Total hours for the day completed in decimal (.25, .50, .75)
If you worked 7 hours and 15 minutes it should be written 7.25.
- 4) Total hours worked for the week should be filled in. (above the time table)
- 5) Your Signature
- 6) Supervisor's Signature

✚ If you have signed up for Direct Deposit, the funds should be available in your account by Friday, however bank holidays may delay processing of your direct deposit.

If you have any questions or concerns please feel free to give us a call at 314-514-8000 x 221

Thank you,

Office Manager