



## **TIMECARD SUBMISSION**

1. All Talent Bridge professionals must complete a weekly timecard for all hours worked. The work week is *Monday through Sunday*.
2. A completed timecard must be *faxed (704-644-1515)* or *emailed ([timecards@tbridgeusa.com](mailto:timecards@tbridgeusa.com))* to our office *by 11:00 AM Monday* for hours worked the previous week. This will allow sufficient time for payroll processing.
3. All Talent Bridge professionals are *paid on a weekly basis*. Paychecks are mailed from our office *every Friday* afternoon for hours worked the prior week.
4. You will be paid straight time (your agreed upon hourly rate) for the first 40 hours completed during a Monday through Sunday work week. Any hours worked *above 40 hours during a work week will be paid at one and one-half times* your agreed upon hourly rate.
5. Be sure to include your *name, social security number, client* (company name), *pay period, and daily hours worked* on your timecard. Additionally, your timecard **MUST BE APPROVED BY YOUR MANAGER.** An incomplete timecard will delay payroll processing and may result in a delayed paycheck.