



Timesheet Instructions

At Exquisite Staffing Solutions, our payroll team works hard to always ensure prompt payment for all employees.

1. Download and complete timesheet including signature and date from facility authorized personnel.
2. Exquisite cannot process payroll without authorized signature and date from employees and facility authorized personnel.
3. Overtime should be approved by facility authorized staff by signing initials each day overtime is worked.
4. Timesheets should be faxed to our Fax # (734) 237-1162 by Sunday at 2:00 PM EST for timely distribution on Friday of the same week.
5. Keep in mind, all information provided on the timesheet must be legible. Sign and fax the completed timesheet to Exquisite payroll team no later than 2:00PM EST on Sunday of the pay week.
6. If any timesheet is not received by 2:00PM EST, it will be processed in the following week's payroll and disbursement will be done the following Friday.
7. Scanned PDF copies of timesheets can be sent to Kellae@exquisitestaffingsolutions.com
8. Please do not email a picture of your timesheet as it can be hard to read and cause delays in processing.
9. To create scanned PDF, you may use the following:
iPhone: Genuis Scan **Android:** Smartphone Scanner

Exquisite Staffing Solutions payroll functions are done in-house to ensure prompt payment and your satisfaction. For Payroll inquiries call (866) ESS-5304.

Timesheets are downloadable in PDF format. If you don't have Adobe Reader, click (<https://get.adobe.com/reader>) here to get a free version of Acrobat Reader.