

TIMESHEET INFORMATION

Pay periods fall every two weeks according to the attached schedule. You will stay one week behind. Please go to our web site at www.burnssearch.com under "Career Center" and download the payday calendar.

PLEASE FAX TIMESHEET TO ACCOUNTING DEPARTMENT AT 214-461-0482 BY 12:00 NOON ON THE TUESDAY FOLLOWING END OF SECOND WEEK IN THE PAY PERIOD

Be sure timesheet is signed by the appropriate approval person, as timesheets cannot be processed without approval signature. Typically, contracts are for 40 hours per week. Any hours worked in excess of that **MUST HAVE MANAGER APPROVAL, OR HOURS CANNOT BE REIMBURSED.**

If your assignment is with a client who uses a vendor management system, you will be given the appropriate login information prior to first pay period and will follow the procedures for that particular VMS. Again, any questions should be directed to our Melinda Cantu at 214-533-9516.

We sincerely look forward to working with you.

Thank you.

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