



THE CAPITOL GROUP

PROFESSIONAL EMPLOYERS

"IT'S A CAPITOL IDEA!"

Timeslip Procedure

- 1.) Each Temporary worker must write down the start and finish times in the indicated boxes.
- 2.) At the end of each work week, or if your assignment ends, you **MUST** have your work-site **Supervisor** sign your time slip before you leave.
- 3.) Mail your time slip or drop it off to our office **NO LATER** than the following Tuesday of the next week.
- 4.) The **CAPITOL GROUP** processes payroll on Thursdays. Your check can be picked up **NO EARLIER** than 4:00pm on Thursday or anytime Friday. If you **DO NOT** pick up your check by Friday at 4:30pm Your Check will be **MAILED**.

Print Name

Date

Sign Name

Date