



KRONOS & PAPER TIME SHEET INFORMATION

*ALL KRONOS TIME CARDS MUST BE APPROVED & SIGNED
OFF BY 12:00 NOON ON MONDAY OF PAY WEEK'S WITH
ALL EXCEPTIONS RESOLVED. PAPER TIMESHEETS MUST
BE READY FOR PICK UP MONDAY MORNING.*

*ALL PAPER TIMESHEETS RECEIVED AFTER 12:00 NOON
ON MONDAY, WILL BE PROCESSED FOR PAYMENT IN A
MISCELLANEOUS PAYROLL DURING THE OFF PAYWEEK.*

NO EXCEPTIONS WILL BE MADE AFTER THE DEADLINE.

ALL MISCELLANEOUS PAYCHECKS WILL BE MAILED.

Thank you,

Sylvie Levesque
Payroll Supervisor