

[Company Letterhead/Logo]

[Date]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Notification of Agency Worker Timesheet Policy

Dear [Contact Name or Agency Management],

This letter is to formally outline the timesheet and payroll submission policy for all agency workers assigned to [Company Name]. To ensure timely payment and accurate record-keeping, please note the following requirements:

- **Submission Deadline:** All timesheets must be submitted to [Department/Name] by [Time] on [Day of the Week] following the completion of the work week.
- **Approval Process:** Timesheets must be signed or digitally approved by the designated [Company Name] supervisor before they are submitted to the agency for processing.
- **Accuracy:** Agency workers are responsible for recording exact start times, end times, and unpaid break periods. Rounding of hours is not permitted unless explicitly authorized.
- **Discrepancies:** Any discrepancies between recorded hours and scheduled shifts must be explained in the comments section of the timesheet.
- **Late Submissions:** Late timesheets may result in a delay of payment processing. Repeated failure to adhere to these deadlines may result in the termination of the worker's assignment.

Please ensure that all current and future personnel assigned to our site are briefed on these procedures. We appreciate your cooperation in maintaining efficient administrative operations.

Should you have any questions regarding this policy, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]