

[Date]

Dear [Employee Name],

Welcome to [Company Name]! To ensure you are paid accurately and on time, please follow these timesheet submission guidelines:

1. Submission Platform

Please record your hours using [Name of System/Software].

2. Submission Deadline

Timesheets must be submitted no later than [Day of the Week] at [Time] for the current pay period.

3. Approval Process

Once submitted, your manager will review and approve your hours. If there are discrepancies, the timesheet will be returned to you for correction.

4. Recording Hours

- Enter hours worked to the nearest [e.g., 15 minutes].
- Specify break times as required by [Local Law/Company Policy].
- Include any relevant project codes or task descriptions.

5. Late Submissions

Late submissions may result in a delay in processing your paycheck until the following pay cycle.

If you have any questions regarding the portal or your login credentials, please contact [Department/Contact Person].

Best regards,

[Your Name]

[Your Title]

[Company Name]