



184 Pleasant Valley Street Methuen, MA 01844  
 Tel: (978) 682-4994 Fax: (978) 794-1935  
 FAX FOR TIMESLIPS: (978) 686-4397

**IMPORTANT PAYROLL INFORMATION**

**Please read carefully and note the cut-off times for submitting your hours for payment.**

- Payroll is processed by an outside payroll service. **Hours must be submitted by 10:00 Monday morning.** Checks are dated Friday, will be deposited to your bank account on Fridays and will be available for pick up at the office on Fridays after 12:00pm or any other day of the week between 8:00am and 5:00pm.
- A valid email address must be entered on your time sheet so a confirmation number can be emailed to you to verify that we received it.
- Please indicate on your time slip if you have direct deposit or would prefer to pick up your check or have it mailed. **If no option is selected, your paycheck will be mailed.**
- To release your check, your time slip must be properly completed and signed by your supervisor. **Please don't forget to total the hours.** Otherwise, we will assume one hour for lunch each day and deduct accordingly. The total hours must be **actual** hours worked after deducting for lunch.
- Please remember to include a valid phone number where you can be reached in the event we need to reach you for more information.
- If your check becomes lost in the mail, Moore will reissue you a new check after 10 business days from the day it was mailed.
- You can email your time slip each week to [charlotte@moorestaffing.com](mailto:charlotte@moorestaffing.com) OR fax it.
- **Fax number for time slips is 978-686-4397**

- Direct Deposit
- Mail Check
- Hold Check For Pick-Up

Company Name: \_\_\_\_\_

Week Ending: \_\_\_\_\_  
 (SATURDAY DATE)

Employee Name: \_\_\_\_\_  
 (LAST) (FIRST)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

HOURS	TOTAL	SUN	MON	TUE	WED	THURS	FRI	SAT
REGULAR								
OVERTIME								

I certify that the above hours are accurate and reflect the actual hours worked.

Employee Signature: \_\_\_\_\_

Customer/Manager Signature: \_\_\_\_\_

Manager Print Name: \_\_\_\_\_

I am returning to this assignment next week  Yes  No

I am available for reassignment next week  Yes  No

Being duly authorized to act on behalf of the customer, the undersigned hereby agrees that the hours listed in this time slip are correct. The Customer understands that the services of MOORE are supplied at great expense to MOORE and that if the Customer decides to hire the employee named herein at any time during the assignment OR within 26 weeks from the completion of the assignment, the Customer may do so in accordance with MOORE'S standard Temporary-To-Hire Fee Schedule. Please contact MOORE for a copy of this fee schedule.