



Timesheet Processing Procedures/Deadlines

This information to ensure you are paid on time each week. Please see below, according to how your assignment collects and approves your time. If you have questions, contact your Primary Contact at Alliant.

The following are Current Timesheet Processing Policies.

1. Standard Paper Timesheets OR Facility Time Log Printouts

- You can email it to your Primary Contact or Timecards@AlliantPR.com
- Please ensure each week your timesheet has been received by Alliant by Monday **at 10 AM CST**. You can email, call, or text your Primary Contact to make sure it has been received.
- If your direct supervisor sends in your facility time reports, it is your responsibility to confirm it has been done or remind them to send in each Monday or earlier.

2. Client Specific Timesheets and Deadlines

- Your Facility may have specific timesheet and/or a different deadline than the above. If that is the case you must abide by those instructions provided to you by your Primary Contact.

3. Extenuating Circumstances-

If you are unable in a rare circumstance to submit your own hours, please let your Primary Contact at Alliant know so they can assist you with inputting your hours.

4. Other Situations-

Please check with your Alliant Primary Contact per your assignment contract for any questions as to how your timesheet is processed if it is not clear.

Almost any situation can be resolved with communication, so please let your Alliant Primary Contact know if you encounter any problem reporting time for any reason. We are here to help!