



## 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. Online Timesheet Hours**

- If you are inputting your own hours via Alliant Timesheet Portal each week, you must submit your hours by **10 PM each Sunday** for the previous work week.
- Ensure all time, as well as any reimbursable mileage, is notated on the timesheet. \*If you do not input your time by 10 PM on Sunday your timely direct deposit may be delayed. Let us know if a delay happens for any reason so we can work to resolve with you.

#### **2. Paper Timesheets OR If your assigned company submits hours themselves from your report or facility time keeping system:**

- Please ensure each week your timesheet has been received by Alliant by Monday **at 12 PM 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.

**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!