



Arena Technical Resources, LLC 2023

January						
S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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February						
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April						
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May						
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June						
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July						
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August						
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September						
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October						
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November						
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December						
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24	25	26	27	29	29	30
31						

Notes
A few things we'd like you to know.
PAYROLL:
- Please be sure to submit your timesheet in a timely manner.
- This  means we are finalizing payroll so make sure your timesheet is submitted by then.
- Green Squares  are pay days!
- Holiday weekends – Please submit your timesheet as early as possible on holiday weekends so we can process payroll on time.
TIMESHEETS:
- Send your timesheet to time@atr.com every Friday!
- Make sure the dates are correct before you submit it.
- Provide any job/task codes required if provided by the client.
- If sending a screenshot of your timesheet, make sure the hours/days are visible.
- If you have a vacation planned please let us know in advance so we are not bugging you about your Timesheet.
Questions??
Contact Aileen amg@atr.com , Telka tls@atr.com or Nancy nal@atr.com