



Arena Technical Resources, LLC

2019

A few things we'd like you know

PAYROLL:

- It's very important that you submit your timesheet in a timely manner. We process payroll every week however, this circle ○ means we're finalizing and submitting payroll.
 - ■ = \$\$ 😄 Green squares are PAYDAYS!! So, be sure your timesheet is complete and submitted on time.
 - Holiday weekends – please submit as *early as possible* prior to that weekend. We still process timesheets during the Holidays.
 - We wish we could tell you that we just wave our wands and payroll is magically done.
- 🪄 However, that is definitely not the case. We need time to review, enter data and review again. Which is why it is so important that we receive your timesheets in a timely manner.

TIMESHEETS:



- Send timesheets to TIME@ATR.COM
- If you're using an ATR timesheet please make sure the week ending date (upper right corner ➡) is dated for the Friday of the corresponding work week.
- Provide any job/task codes required and provided by your client supervisor.
- If you are entering your hours into the client's time tracking system, please send a screenshot of those hours to us every Friday.
- If you have vacation plans or will be out for several days, please let us know. That way we're not bugging you for a timesheet.

Questions??

Contact Jessi jan@atr.com or Chris cmm@atr.com
Nancy nal@atr.com

JANUARY

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DECEMBER

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Thank you for being a valued member of the ATR Team!