

To enter your hours, please go to our website, www.nri-staffing.com and click on the Electronic Timesheet link, or call 877-768-7159. You will need the following information:

Week Ending Date _____

Company Name _____

****Remember to call your branch office if you want to change where your check gets printed/mailed.**

Branch ID _____

Assignment # _____

Get this info from your Recruiter or Account Manager

Enter time in 15-minute increments, rounding to the nearest ¼ hour. (Example: 8:05 would be entered as 8:00)
 You can enter hours each day or at the end of the week. **Make sure hours are submitted no later than Sunday at midnight.**

Day	Date	Time In	Time Out	Less Lunch	Total
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
Total					