



### **Kelly Services Staff Time Sheet Process**

To: Administration

Re: Kelly Services Time Sheet process

Date: September 1, 2021

Please follow these steps to ensure timely payment for the Kelly Services employees when you have requested they provide additional services above their regular day, ie bus run, security, etc.

1. Timesheet to be completed and signed by Supervisor/Administrator requesting the special function to include date, time in and out, and purpose.
2. Forward electronically the approved timesheet to Mrs. Donna Bangle.
3. Mrs. Bangle will forward to Kelly Services for processing
4. Kelly Services staff are to referred to [http://www.gcsd.k12.nj.us/business\\_office/important\\_notices](http://www.gcsd.k12.nj.us/business_office/important_notices) click on the Kelly Services Information link if they have any questions on payment.