



NC Office of State Human Resources *Temporary Solutions*

Timesheet Process

Please follow correct procedures when filling out time sheets. This will ensure that all time sheets are processed in a timely manner and will prevent discrepancies on payroll checks. The deadline for submitting time sheets is 12:00 noon on the Monday following the end of the pay period. The pay period schedule is posted on the Office of State Controller's website at www.osc.nc.gov and can be found by searching "payroll calendars." **All late time sheets will be processed in the next pay cycle.**

- Use one (1) time sheet for each pay period. Do not include dates not in the pay period.
- Please be sure to complete the entire form, including obtaining your supervisor's signature.
- Employee name should be the legal name as it appears on the social security card/ passport.
- Before submitting your timesheet, please make and retain copies for yourself and your supervisor.
- Please do not hold on to time sheets. Make sure you submit them on the dates they are due.

Submitting Your Time

- 1.) Email or text: Scan and email your timesheet TS.timesheets@nc.gov. You can also use your smartphone to take a picture of your signed timesheet and text it to the same address.
- 2.) Drop-off: Hand-deliver your original time sheet to the Temporary Solutions office located at 1110 Navaho Drive, Suite 200, Raleigh, NC 27609.

For payroll issues and wage verifications, please call our office at (984) 236-1040 or by fax at (984) 236-1099.

Our Mailing Address:
Temporary Solutions
1337 Mail Service Center
Raleigh, NC 27699-1337

Our Physical Address:
Temporary Solutions
1110 Navaho Drive, Suite 200
Raleigh, NC 27609

I have read and understood that it is my responsibility to provide timesheets to Temporary Solutions as specified above.

Employee's signature: _____

Date: _____

Printed name: _____

Personal Email: _____