WebBased Timecard System Instructions
Follow these steps to Enter Hours Worked:

1

Visit ContemporaryStaffing.com/time-clock
& Click "Log In"
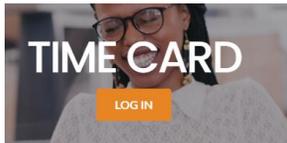
2

Insert your username & password.

3

Once logged in, click "Create New"
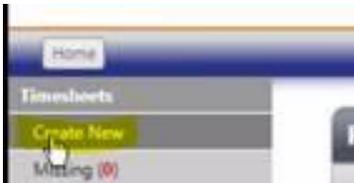
4

Enter each date worked along with hours, breaks, comments & any attachments needed.

5

Once reviewing your hours for accuracy, click "Submit"
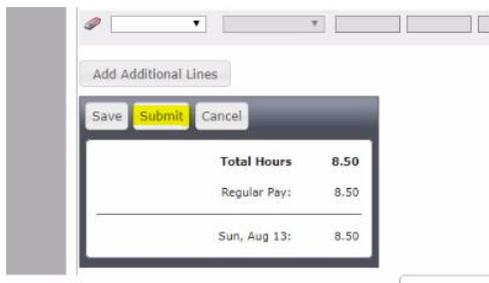
6

You're all finished inserting hours for the week. Once returning to the homepage, you will see "Pending Approval" with a (1) next to it.
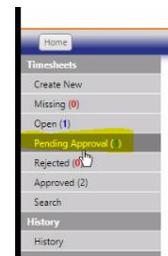
All timecards must be INSERTED by Mondays at 8AM.

Any hours inserted after the payroll deadline might result in a check processing delay until the following Thursday.
Please contact Payroll@ContemporaryStaffing.com with timecard questions, profile changes, or any additional questions.
PLEASE NOTE: The first-time inserting hours will need to be done using a DESKTOP.
After initial setup hours may be inserted using your mobile device.