MIDWEST BUSINESS STAFFING
An NACM Connect Company

NACM CONNECT

NACM CONNECT - MIDWEST BUSINESS STAFFING
TEMPORARY EMPLOYEE TIME SHEET INSTRUCTIONS

Please submit your time sheet by 5:30 p.m. every Friday.

Completing your Temporary Employee Time Sheet

1. You may save your preferred version of the Temporary Employee Time Sheet to your desktop, and enter your data in the Fillable Temporary Employee Time Sheet or print and complete the Non-Fillable Temporary Employee Time Sheet .pdf version.
2. On a daily basis, please fill in the date, hours worked, and time taken for lunch; please notate on your time sheet all absences on the date(s) taken.
3. Once you and your manager sign your time sheet, please submit it by 5:30 p.m. every Friday. When using the **Send to Mail Recipient** method to submit your time sheet you will need to draw your signature. First, place the cursor line on the signature line. Click on the **INSERT** tab, then click the **SHAPES** button on the ribbon. Click the last option in the "Lines" section; the squiggly line called "Scribble". Press and hold down the left mouse button. Sign your first name. Repeat for your last name.

Submitting your Temporary Employee Time Sheet

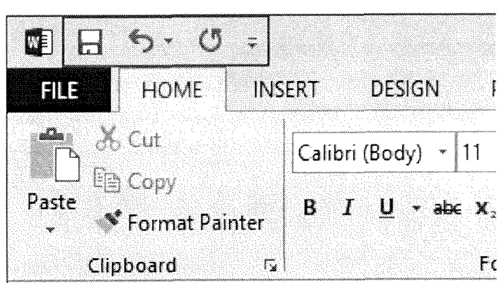
(Please use the method that works best for you.)

Non-Fillable Temporary Employee Time Sheet methods:

- **Fax** number: 847-483-6458
- **Attach a .pdf** in an email to Paula Carruth: paula.carruth@nacmconnect.org

Fillable Temporary Employee Time Sheet methods:

- **Fax** number: 847-483-6458
- **Attach a .pdf** in an email to Paula Carruth: paula.carruth@nacmconnect.org
- **Send to Mail Recipient** (send your Fillable Temporary Employee Time Sheet as the actual email message content; not as an attachment) to Paula Carruth: paula.carruth@nacmconnect.org
    - If you have NOT used the **Send to Mail Recipient** tool before, you will **FIRST** need to add the **Send to Mail Recipient** command to the Quick Access Toolbar. Please complete the following steps:
        - Move your mouse to the toolbar on the upper left side of this screen and click on the **Customize Quick Access Toolbar** symbol (as shown in the picture below in the right corner of the red box)



        - Click on the **Customize Quick Access Toolbar** symbol and select **More Commands**.
        - Under **Choose commands from** select **All Commands**.
        - Scroll down to **Send to Mail Recipient**.
        - Click **ADD** and click **OK**.
    - To send your Fillable Temporary Employee Time Sheet as the body of an email message, follow these steps:
        i. Open your Fillable Temporary Employee Time Sheet document.
        ii. In the Quick Access Toolbar, click **Send to Mail Recipient** to open an e-mail message. Your file will appear in the body of the message.
        iii. Enter the recipient(s), edit the subject line and message body as necessary, and then click **Send.**

If you have any questions or concerns regarding your time sheet, please contact Paula Carruth at 847-483-6434.