



## **TIMESHEET SUBMISSION POLICY**

WELCOME TO CAMBRIDGE PROFESSIONAL GROUP!

Cambridge manages time sheets on line at [www.cambridgeconnect.com](http://www.cambridgeconnect.com) . You will need to set up your log-in and can enter your hours and manage your time sheets! To get started see "Cambridge Employee Instructions TS System". This document will guide you through the set up process.

**Timesheets must be submitted and approved by our client no later than 5:00 PM on Monday** for the previous workweek. When Monday falls on a nationally recognized holiday, we will extend our deadline to Tuesday at 11:00 AM.

**If your timesheet is received later than our deadline, your paycheck will be delayed by one week.**

We do recognize that there are some circumstances in which a one-week delay can cause substantial distress to our employees. In an effort to accommodate our employees in those truly dire circumstances, we will consider advancing pay against a late timesheet. **HOWEVER THERE WILL BE A \$15 PROCESSING CHARGE FOR THIS SERVICE.**

Thank you for working with Cambridge Professional Group!