



## **BRADSON TIMESHEET INSTRUCTIONS**

Bradson payroll is bi-weekly on Thursdays and is administered by ADP. Payroll periods are Sunday through Saturday. All checks on a payroll Thursday are for the two weeks ending the previous Saturday. All employees are eligible for direct deposit and a separate form is included in your new hire paperwork to sign up for direct deposit. In the case of direct deposit, ADP deposits payroll into accounts between 12:00AM-11: 59PM on Thursdays during payroll weeks. Manual checks and direct deposit pay stubs are mailed from Bradson on the Wednesday or Thursday of payroll weeks. In some cases on holiday-shortened workweeks, deposits and mailings may be up to one full day behind.

In order to facilitate on-time payroll, all timesheets **MUST** be turned in **EVERY** Monday morning by 10:00AM. Timesheets may be faxed with manager approval or simply emailed to your manager for approval and your manager will forward the timesheet with “approved” marked in the body of the email.

When you are given an email on your first day at the client company, please use that email to ask for a timesheet and include a contact number at the client company where you can be reached. Email the request to [seattle@bradsontech.com](mailto:seattle@bradsontech.com) and you will be sent an electronic timesheet. This is the same email your manager will use to forward your timesheets. Emailing Bradson using your new company email and phone number allows us to contact you immediately if needed.

Sincerely,

Bradson Technology

**B e l l e v u e , W A – P o r t l a n d , O R**  
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