

CTI GRAPHICS & NEW MEDIA
A DIVISION OF CTI METROPOLITAN
Phone: 212.297.1299 • Fax: 212.286.9066

Welcome to CTI. We are looking forward to working with you. Let's get started.

How to submit your timesheets and receive your well deserved paycheck.
Please download the attached timesheet file. If you have questions about how to fill it out please do not hesitate to contact us. 212.297.1299

Payday is Wednesday after 1PM. Please make every effort to turn in a timesheet weekly. Your paycheck generates a bill to the client. Remember, clients close the books on their accounts, sometimes quickly. If you cannot get an original signature because you worked a late shift or left unexpectedly, please call, we are here to make your life easier.

TIMESHEETS

- 1) For Wednesday payroll: we need your timesheet before noon Tuesday. For Thursday payroll, we need your timesheet by 6PM Tuesday. Please fax your timesheet to 212.286.9066. Check the box to be "picked up" @ 331 Madison, 10th Fl, or to be "mailed". You are welcome to call us to verify we have your fax.
- 2) Your paycheck will be released as soon as your original signed timesheet is received. That means it will be mailed, if that is what you requested, or you can pick it up after 1PM Wednesday.

There are three ways you can get an original signed timesheet to us.

- a) Walk it in to 331 Madison, 10th Floor.
 - b) Bring it with you when you come to pick up your check.
The fax copy will generate a check.
 - c) Mail it to the payroll department: CTI Metropolitan LLC
Attn: Dawn Shannon
110 E 42nd Street #802
New York, NY 10017
- 3) **DIRECT DEPOSIT** – Now that you have digested all that. The rules change for direct deposit. If you want direct deposit, fill out a form you can get from us and leave a voided bank check. It will take appx two weeks to go into effect. The big issue, you need to be aware of is, we need the **original** signed timesheet by 6PM Tuesday to have the dollars show up in your account by Friday.

Now, the above is what we need so you can be paid in a timely manner. If you want to know why we want the fax copy, read on. Otherwise you can skip the rest of this.

Why we want a faxed copy. 20% of timesheets come in with an error. Addition, dates, no name, missing work order number, missing client name, need OT approval. We carefully review timesheets & correct these problems, making it invisible to you but insuring that your check is not delayed. It's all for you baby.