

CTI Graphics and New Media
A Division of Metropolitan Staffing
Phone: 212-297-1224 // Fax: 212-286-9066

www.ctimetropolitan.com

How to submit your Time Sheets & receive payment:

- Please download attached Time Sheet form (If you have any questions – give us a call)
- We require an original signed TS. Alternatively, please scan the TS & em to:
jlevin@metstaff.com or dshannon@metstaff.com with a note from an authorized person validating the hours worked.
- Please proof the TS. Make sure ALL the information is included and accurate.
- Payday is Wednesday. Please try and get the TS in by EOD – Tuesday to make payroll.
- You can set up Direct Deposit (DD), have checks mailed directly to you or pick them up.

That can be done at our main office. 110 East 42 Street – 8th Floor)

Direct Deposit: If you prefer to have payments deposited directly to your designated account, download the form on our web site. Fill out all the information, attach a VOID check and return originals to us. Please note – it takes approximately 2 weeks to get this activated within our system.

110 East 42nd Street
NYC, NY 10017 Suite 1418
www.ctimetropolitan.com

