Timecard Instructions

* Return to Westaff by 3:00 p.m. Monday of the following workweek in order to guarantee it is processed that week.
* Sundays are the last day of the pay period.
* Please round all times to the nearest 15 minutes.
* Westaff only needs the white copy

 Yellow copy: Supervisor

 Pink copy: Employee

* Pay check methods:

Comdata card- Will be funded on Thursdays

Paper check- Will be mailed on Fridays

