

# Timesheet Submission

Timesheets are due every Monday by 12 pm

Sunday starts the week on the timesheet.

Saturday ends the week on the timesheet.

To Submit Timesheets:

Email: [schedulebuddy2@yahoo.com](mailto:schedulebuddy2@yahoo.com)

Fax: 1 (203) 306-3277

Drop Off Location:

100 Bradley Road

Woodbridge, CT 06525

Call outs, client emergencies, and late arrivals must be reported to the Office Manager/Scheduler.

The Main Office Number is (203) 303-7335

For Scheduling: Extension 1 or contact scheduling directly at 203-645-8929

For Human Resources: Extension 2

For Payroll: Extension 3

For Complaints: Extension 4