



## Timecard Updates -- Message to Candidates (Sept. 19, 2024)

**Nov. 26 2024 update:** *In order to ensure the best possible experience for our clients and candidates, these updates to Creative Circle's timecard system are now scheduled to go live in January 2025. We apologize for any confusion this may cause. We will let the affected parties know of any required action when appropriate.*

---

**When:** Thursday, September 19

**From:** Creative Circle Payroll

**To:** All active candidates

**Subject:** Updates coming to Creative Circle timecards

Hi <<candidate first name>>>,

We are writing to inform you of some upcoming changes we are making to our timecard system. These changes will not affect your pay or your assignments with Creative Circle clients; they will only affect your weekly timekeeping process. We are applying the updates to streamline your timekeeping process and improve compatibility with our internal systems.

These changes are currently set to go live within the next month. We will let you know of any required action when appropriate. For now, here is a preview of the updates to come.

### **Changes coming for all Creative Circle candidates:**

- You will have one account and one timecard each week, regardless of how many different Creative Circle offices and clients you work with.
- If you are working multiple jobs, you will have multiple lines on each timecard. On each line, you will indicate which client the work was for.
- You will submit all timecards online.
- You will track your time to the minute, rather than in 15-minute increments.
- The system will look different. Don't worry; we will provide plenty of instructions and FAQs!

### **Action to be required by all Creative Circle candidates:**

- You will need to accept a new assignment schedule for each assignment you are currently working. We will send you instructions on how to do that when the time comes.
- In the near future, you will start receiving reminder emails for any missing or unsubmitted timecards from the prior four weeks. **When you receive these emails, please follow the instructions to ensure payment and/or to close out your assignments as appropriate.**
- We encourage you to submit any overdue timecards now and to stay current with your submittals, to make the transition to the new timekeeping process easier.

### **Changes coming for some Creative Circle candidates:**

- Candidates working in California will have clarified instructions on how to indicate meal breaks and rest breaks. We will provide more information to California-based candidates regarding this.
- Some of our clients have special requirements for their candidates' timecards that may require dual timekeeping. If this applies to you, you will receive a separate communication with more details.



For more information, please visit our [Candidate Info webpage](#). If you have questions, please submit a [contact form on our website](#).

Thank you!  
Creative Circle