



**Candidate Email: Wednesday, January 8, 2025**

**From:** Creative Circle Payroll

**To:** All active candidates

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

Hi <<candidate first name>>,

Creative Circle is updating our timecard system. **These changes will take effect next Monday, January 13.** These changes will not affect your assignments with Creative Circle clients; they will only affect your weekly timekeeping process.

**When the changes go live (Monday, Jan. 13):**

- We will send you an email with step-by-step guides that walk you through the new timecard.
- You will need to accept a new assignment schedule for each assignment you are currently working.

**Action required this week:**

- Please ensure you have submitted timecards for all the work you've done to date with Creative Circle clients. This will make your transition to our new system much easier.
- Our timecard system will be offline this upcoming weekend, Jan. 11–12. **We strongly recommend submitting your timecards for this week's work when you finish work this Friday, Jan. 10, unless you will be doing additional work over the weekend.**

**Preview of the changes coming:**

- 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 record your work time to the minute you worked, for example 8:01 a.m. to 11:13 a.m.
- The system will look different.

There are additional instructions for Creative Circle candidates in California and candidates working with clients who have special requirements regarding timecards. These will be included in future communications.

If you have questions, please [reach out to the Creative Circle Payroll Team](#).

Thank you!

**Creative Circle Marketing & Creative Services**

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