Timesheet reminder email

One reminder the working day before the cutoff, a second on the morning of the cutoff to anyone who has not submitted, and a separate approval reminder to managers once timesheets are in.

STANDARD EMPLOYEE REMINDER

Subject: Reminder: timesheets due [Deadline Day] at [Deadline Time]

Hi [First Name],

A quick reminder that timesheets for the pay period [Period Start] to [Period End] are due by [Deadline Time] [Time Zone] on [Deadline Day].

Submit yours here: [Timesheet Link]

Before you submit, check that:

- every day you worked has hours entered
- PTO, sick time and holidays are coded correctly
- overtime matches what your manager approved

Timesheets submitted after the deadline may not be processed until the next pay date.

Thanks,
[Payroll or Manager Name]
[Company]

CONTRACTOR / AGENCY TEMP

Subject: Timesheet for week ending [Week Ending Date]: due [Deadline Day]

Hi [First Name],

Please submit your timesheet for your assignment at [Client Name] for the week ending [Week Ending Date] by [Deadline Time] on [Deadline Day].

Submit it here: [Timesheet Link]

Your hours need approval from your client supervisor, [Supervisor Name], before we can pay you. Timesheets approved by the deadline are paid on [Pay Date].

If your hours were different from your schedule, add a note so the approval doesn't get held up.

Questions? Reply here or text [Phone Number].

[Recruiter or Payroll Name]
[Agency Name]

MANAGER APPROVAL REMINDER

Subject: Action needed: [Number] timesheets waiting for your approval

Hi [Manager Name],

You have [Number] timesheets waiting for approval for the period [Period Start] to [Period End]. Approvals are due by [Deadline Time] on [Deadline Day] for this payroll.

Review and approve here: [Approval Link]

If a timesheet looks wrong, return it to the employee with a note rather than editing it yourself, so there's a clear record of the change.

Thanks,
[Payroll Team]

FINAL NOTICE

Subject: Final reminder: your timesheet is missing

Hi [First Name],

We still don't have your timesheet for [Period Start] to [Period End], and payroll closes at [Deadline Time] today.

Please submit it now: [Timesheet Link]

If you can't get to it, reply to this email or call [Phone Number] so we can make sure you're paid for the hours you worked.

[Payroll Team]
[Company]

SUBJECT LINE IDEAS

- Reminder: timesheets due [Deadline Day] at [Deadline Time]
- Your timesheet is due tomorrow
- Submit your hours for [Period Start] to [Period End]
- Final reminder: your timesheet is missing
- Action needed: timesheets waiting for approval
- Week ending [Week Ending Date]: please submit your timesheet
- Payroll cutoff today at [Deadline Time]

SMS / WHATSAPP VERSION

Hi [First Name], reminder from [Company]: your timesheet for week ending [Week Ending Date] is due by [Deadline Time] [Deadline Day] to be paid on [Pay Date]. Submit here: [Timesheet Link]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Period Start], [Period End], [Deadline Day], [Deadline Time], [Time Zone], [Timesheet Link], [Week Ending Date], [Client Name], [Supervisor Name], [Pay Date], [Phone Number], [Manager Name], [Number], [Approval Link], [Agency Name], [Company]