

PAYROLL GUIDELINES

The following information will help clarify payroll questions that may arise. Should you have any questions regarding any of this information, please do not hesitate to call our office at (978) 474-4455.

PAYROLL SCHEDULE:	<p><u>Deadline:</u> MONDAY’S AT 5:00 P.M.</p> <p>Your hours must be received by 5:00 Monday for your check to be processed. Due to the lengthy process involved in the preparation of payroll, this deadline must be enforced.</p> <p>If an observed Holiday falls on a Monday the deadline will be extended to Tuesday at 2:00 p.m.</p>
REPORTING HOURS:	Please fax your <u>Client Signed</u> timesheet to: 1-866-828-4151
RELEASING YOUR CHECK:	Checks can be issued only with a <u>Client Signed</u> timesheet.
HOLDING YOUR CHECK FOR PICK-UP	All checks will be mailed on Thursday afternoon from the Andover, MA Post Office. Checks will not be held at the office for pick-up unless notice is given by Thursday noon.
LATE HOURS:	If timesheets are received past the Monday deadline, your check will be delayed by one week.
LOST CHECKS:	<p>Instances may happen where a check is lost in the mail through no fault of yours or ours. Should this happen to you, the following applies:</p> <p>We wait 5 business days from the date the check was mailed (checks are mailed out on Thursday), to stop payment on a check. If we put a stop payment on a check, a manual check will be cut and mailed to you along with your next payroll check.</p>
DIRECT DEPOSIT:	<p>Direct Deposit is offered to all W2 employees. Please be sure to fill out the form completely, <u>for checking accounts please include a voided check and for savings accounts, please get a form from your bank with the routing transit number</u> and either mail or fax back to us.</p> <p>Direct Deposit takes <i>at least</i> 2 paychecks for the complete process to take effect.</p> <p>To avoid lost checks and slow mail delivery, all employees are encouraged to take advantage of Direct Deposit.</p>