



WEEKLY 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) 689-4455.

PAYROLL SCHEDULE:	<p><u>Deadline:</u> MONDAY AT 5:00 P.M. EST</p> <p>Your hours must be received by 5:00 pm Eastern Standard Time, Monday, for your check to be processed. Due to the lengthy process involved in the preparation of payroll, this deadline must be enforced. Designated Pay Day: Friday. If an observed Holiday falls on a Monday the deadline will be extended to Tuesday at 2:00 p.m. EST</p>
REPORTING HOURS:	<p>Electronic timesheets: FootBridge timesheets need to be submitted through our timesheet submittal system. You will receive login info regarding your username and password from FootBridge Accounting before or on your start date.</p> <p>Paper timesheets: If your assignment requires another timesheet system, please email your Client Approved timesheet to: timesheets@FootBridgeCompany.com</p>
CHECK MAILING (OR PICK-UP):	All checks will be mailed on Thursday afternoon from our Andover, MA corporate office. Checks will not be held at the office for pick-up unless notice is given by Thursday noon.
DIRECT DEPOSIT:	Direct Deposit is offered to all employees. Please be sure to fill out the form completely, including a voided check or bank confirmation to validate your routing and account number. Direct Deposit may take up to 2 paychecks for the complete process to take effect. To avoid lost checks and slow mail delivery, all employees are encouraged to take advantage of Direct Deposit.
PAYSTUBS:	All paystubs will be available to you online via ADP iPay Statements. www.Ipay.adp.com When registering, your registration code is: UV8-IPAY All paystubs will default to paperless, unless elected to receive in the mail. If you have any questions, please email timesheets@FootBridgeCompany.com for further assistance.
LOST CHECKS:	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: 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.
WORKERS COMPENSATION:	Assurance Agency, Ltd., 1750 East Golf Road Schaumburg, IL 60173 Phone: 847-797-5700
COMMONWEALTH OF MA DEPT. OF LABOR STANDARDS	The Temporary Workers Right to Know Law is administered by the: Dept. of Labor Standards, 100 Cambridge Street, Suite 500, Boston, MA 02114 617-626-6970