

## 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.

<b>PAYROLL SCHEDULE:</b>	<p><b><u>Deadline: MONDAY AT 5:00 P.M. EST</u></b></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.</p> <p>If an observed Holiday falls on a Monday the deadline will be extended to Tuesday at 2:00 p.m. EST</p> <p>Designated Pay Day: Friday</p>
<b>REPORTING HOURS:</b>	<ul style="list-style-type: none"> <li>• <b>Paper timesheets:</b> Please fax your <b><u>Client Approved</u></b> timesheet to: <b>1-866-828-4151</b> or email to <a href="mailto:Timesheets@FootBridgeCompanies.com">Timesheets@FootBridgeCompanies.com</a></li> <li>• <b>Electronic timesheets: need to be submitted through our FootBridge timesheet submittal system.</b> You will receive login info regarding your username and password from FootBridge Accounting prior to your start date.</li> </ul>
<b>HOLDING YOUR CHECK FOR PICK-UP</b>	<p>All checks will be mailed on Thursday afternoon (EST) from the Andover, MA Post Office. Checks will not be held at the office for pick-up unless notice is given by Thursday noon (EST).</p>
<b>LOST CHECKS:</b>	<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>
<b>DIRECT DEPOSIT:</b>	<p>Direct Deposit is offered to all W2 employees. Please be sure to fill out the form completely, <b><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></b> 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>
<b>WORKERS COMPENSATION:</b>	<p>Assurance Agency, Ltd., 1750 East Golf Road Schaumburg, IL 60173 Phone: 847-797-5700</p>
<b>COMMONWEALTH OF MA DEPT. OF LABOR STANDARDS</b>	<p>The Temporary Workers Right to Know Law is administered by the: Dept. of Labor Standards, 19 Staniford Street, 2<sup>nd</sup> Floor, Boston, MA 02114 617-626-6970</p>