



COREIT STAFFING PAYROLL GUIDELINES

Payroll Schedule: *CoreIT Staffing* has a weekly payroll cycle. You are paid on the Friday following the week that you worked.

Deadline: **Mondays at 12:00 p.m. (Eastern Standard Time) SHARP!**

Your client approved timesheet must be received by 12:00pm Monday (EST) for your check to be processed. Due to strict deadlines and time constraints imposed on us by ADP and the Federal Reserve Bank, we ask for your cooperation in adhering to this deadline.

If there are any mitigating circumstances preventing you from submitting your timesheet on time, i.e., vacation day, illness, supervisor out, etc., you should contact your recruiter immediately at 1-866-345-9899 and we will make every effort to make other arrangements for you.

Reporting Your Hours:

- Timesheets should be faxed to **1-877-405-0793**. This is a toll free fax available 24/7
- All hours should be accurately recorded and added for the week
- **You must sign your timesheet**
- **You must have the client sign and approve your timesheet**

Confirming receipt of your fax: due to transmission errors that may occur, we suggest that you follow up with our Accounting Department to verify receipt of your fax. You may do this by calling 1-800-995-2673 Ext. 1555. Your call will only be returned if there was a problem receiving your timesheet. Please Note: It is your responsibility to follow up if you are relying on a third party (i.e. coworker, supervisor) to fax your timesheet.

Releasing Your Check: No payroll check is released without a CLIENT APPROVED timesheet. If you faxed your timesheet and it has been approved by the client, your check will be mailed automatically on Wednesday. Your pay date is still Friday.

ANY requests to have a manual check cut after the payroll has been processed for the week will incur a charge of \$30.00 for special handling and processing charges.

Remember, you must submit a separate timesheet for each week worked. Two weeks worth of hours **CANNOT** be combined on one timesheet.

Direct Deposit: There is a two (2) week “Pre-Notification” requirement which must be met prior to actual funds being transferred. During this two week period you will be issued a payroll check while waiting for your banking information to be verified. This is a standard banking requirement.

Direct Deposit follows the same timesheet rules regarding client authorization and deadlines. If you miss the timesheet deadline a check will not be cut to replace the direct deposit. Direct deposit funds should be

available on Friday. The exact day and time of funds availability is dependent upon your banking institution.

Lost Check: Through no fault of your own or ours there have been instances where a paycheck has been lost in the mail. In many cases they have just been delayed and because of this we have instituted the following policy.

- We will wait five (5) business days from the date the check was mailed to stop payment on the check. We then must wait an additional 24 hours before reissuing the check to ensure that the stop order is in place as required by our bank.
- If you cannot wait five business days, unfortunately you will be charged according to the fee section below.

Fees:

- Replacement checks – should you require a replacement check due to loss in the mail within 1-10 business days of issue, a \$25 fee plus shipping will apply.
- Wire transfers – if you ever require or request a wire transfer of money into your account, a \$50-fee will apply.
- Fed Ex charges – should you require any of you checks be Fed Ex'd the charges are \$25 for two day shipping, \$50 for overnight shipping and \$75 for Saturday delivery.

Holidays and Payroll Processing: In the case where the *CoreIT Staffing* corporate offices are closed on a Monday due to a holiday, the deadline for faxing your timesheet will be Tuesday at 11:00am EST. Your check will still be mailed on Wednesday. Every effort will be made to ensure that your direct deposit is available to you on Friday but there may be circumstances beyond our control that results in a delay. You may also experience a delay in seeing monies posted to your account. Please check with your individual banking institution.

The *CoreIT Staffing* Corporate offices will be closed on the following holidays:

New Years Day	Labor Day	Presidents Day
Columbus Day	Memorial Day	Thanksgiving Day + Day After Thanksgiving
July 4 th	Christmas Day	

In the case of a Monday holiday that is **NOT** observed by *CoreIT Staffing*, the deadline for your timesheet is still Monday by 12:00pm EST. If you are working at a facility that observes a holiday that CoreIT does not observe you must make arrangements to fax your timesheet prior to Monday.

The following holiday are **NOT** observed by *CoreIT Staffing*: Martin Luther King Jr. Day

Year End Tax Information: **PLEASE** remember to call us before the end of the year to let us know where to forward your tax statement. Otherwise they will be forwarded to your ***last known check forwarding address*** that we have on file. *CoreIT Staffing* is not responsible for tax statements which are forwarded to unknown or unused addresses.