



## TIMECARD DEADLINE AND PAYROLL PROCESS

It is important to us that we have a timely paycheck ready for you each week. For us to do that, it is critical that your complete and legible timecard is turned in every Monday by Midnight to our Sunnyvale Corporate Office. If you drop your timecard off in our Pleasanton Offices, they are due every Monday by Noon so they can be couriered to our corporate offices. If your timecard is not submitted on time, you will not receive a paycheck for that week. You will not get paid until the next regular payroll the following week. No exceptions please. Note, your assignment may be at one of our client sites that has on-site WVSG representation. You will be informed of timecard deadlines and processing if it differs from the above policy.

Accurate and timely payrolls are dependent upon you following our procedures carefully, thoroughly, and completely. Paydays are on Fridays\* following the week you worked. If you pick up your paycheck from either of our corporate offices in Sunnyvale or our branch office in Pleasanton, *they are available starting at 1p.m. each Friday afternoon.* They will not be available earlier because of the processing time required. Mailed paychecks, along with blank timecards, are sent out each Friday on the last mail run. Although payroll checks are often delivered in one or two business days, please allow three or more business days for mail delivery before calling regarding your check, especially during the holidays. Some of our client sites have a paycheck drop off so that you can pick up your check where you are on assignment. Ask your recruiter if this is an option available to you.

We also have direct deposit available so that your funds are deposited directly into your account. A minimum of three (3) weeks is required to set up direct deposit. In the case of all direct deposits, we mail a non-negotiable check voucher so that you can track the withholdings, hours paid, and rate of pay, just like you are able to do with a regular paycheck. If you have not received your check within 3 business days after the check date (Friday), a lost check declaration form must be signed and turned in to the payroll department before another check can be issued.

Certain holidays will cause the payday to shift to another day or for the pick-up times to be limited. We will communicate any changes to you in advance by inserting a payroll flyer into the payroll envelope.

*\* Please note that while payroll is typically prepared and ready as outlined above, occasional complications necessitate a later payroll run, which could delay payroll as late as midnight. This is **extremely rare**; however, we will make every effort to communicate every possibility to you.*

Signature \_\_\_\_\_ Date \_\_\_\_\_