



## **This is what makes our “Team Work”!**

### **Pay Periods**

- **Weekly** – Employee’s are paid each Friday for the previous week worked, Monday through Sunday.
- **Bi Weekly** – Employee’s are paid each Friday following the end of the pay period.
- **Semi Monthly** – Employee’s are paid on the 20<sup>th</sup>, (pay period 1<sup>st</sup> through the 15<sup>th</sup>) and the 5<sup>th</sup>, (pay period 16<sup>th</sup> through the end of the month).
- **Monthly** – Employee’s are paid on the 5<sup>th</sup> of each month, (pay period for the previous month).

*Note: If a pay day falls on a weekend or a holiday, employees will receive their paychecks on the Friday prior.*

### **Payroll**

- **Weekly & Bi Weekly** – A new timesheet will be included with each invoice. Please make sure that the timecard is returned to us no later than Tuesday at 10:00am.
- **Semi Monthly** – A new timesheet will be included with each invoice. Please make sure that the timecard is returned to us no later than 10:00am on the next business day, following the pay period end date. In the event of a short turn around time, due to Holidays etc; deadlines may vary to allow for enough processing time.

*Note: If your timesheet is not received by the times listed above, direct deposit services cannot be guaranteed for the employees, nor can paychecks be guaranteed for on time delivery.*

### **Employee Rate Change**

- Employee rate changes must be reported in advance of submitting hours. Please be sure to use the corresponding form, *Employee Pay Rate Change*, to make sure the rate change is processed efficiently and correctly. Reporting rate changes on the timesheets will not be accepted. Correct reporting and documentation helps Teamwork HR keep accurate records.

### **Separations**

- **Quit without notice** – If an employee quits without notice, that employee must have a paycheck in his/her hands within 72 hours. An *Explanation of Employee Separation* form must be filled out and faxed to Teamwork HR; in return a final check will be processed.
- **Quit with notice** – If an employee quits with notice, a check must be available to the employee on his/her final day worked. An *Explanation of Employee Separation* form must be filled out and faxed to Teamwork HR prior to the last day of work. In return, a final check will be processed.
- **Termination** – If an employee is terminated, a final paycheck by law must be in the employee’s hands at the time of termination. Please notify Teamwork HR at least 24 hours in advance using the *Explanation of Employee Separation* form, to

make sure the check is processed on time. However, some circumstance may constitute special arrangements being made in order to service individual needs.  
*Note: Please notify Teamwork HR immediately of all/any employee separations so that we may verify the compliance of all Labor Law Regulations. All final wages are to be paid at that time.*

### **Employee Review**

- For your convenience, Teamwork HR has a review form available that you can use for your employees. Please fax a copy to our office so that we can keep a record of the employee's performance.

### **Employee Advance**

- Teamwork HR will provide employee advances, but must receive authorization in writing, by an authorized representative from your company. The employee is then responsible for picking up the advance from our office. Payment for an advance is due upon receipt of the invoice. Please fill out and fax the *Employee Advance* form for all advances.

### **Payments**

- Payments are ACH debited one day prior to your scheduled payroll date. An invoice will be mailed, and a phone call will be given, if requested, verifying the ACH debit amount.

*Note: Any NSF item is to be replaced with a cashiers check, NSF items are subject to all bank fees.*

### **New Employees**

- All new employees need to fill out the *Employee Information Packet*. Please fax to Teamwork HR upon completion, or send with the employee.
- Each application should consist of an information page; W4, I9, direct deposit form, benefits sheet and a Teamwork HR acknowledgement letter. Please be sure to have new employees complete and submit a packet, PRIOR to beginning work. Payroll cannot be processed for any new employee not having a completed packet on file with Teamwork.

All Teamwork HR forms can be accessed by visiting our website, [www.teamworkhr.com](http://www.teamworkhr.com)  
Should you have any questions please feel free to call us between the hours of 8am to 5pm Monday through Friday.

Office (530) 223-4674 Fax (530) 223-6342 Toll Free (888) 652-9056

Thank you for your business,

