

# Payroll Procedures

1. Your accurately completed and legible time sheet must be in our office Monday by 6 pm. (This may change due to holidays and you will be given advanced notice by memos included with your checks). Paychecks will be ready Wednesday after 12 noon, unless otherwise notified.
2. Please round off your hours to the nearest quarter of an hour. (Example: 15 min =  $\frac{1}{4}$ , 30 min =  $\frac{1}{2}$ , or 45 min =  $\frac{3}{4}$ )
3. The week ending date is Sunday following the work performed. Time sheets must be submitted weekly and on time. Late timesheets cause payroll and billing delays.
4. Please give the sheet marked "Client Copy" to the supervisor who signed your timesheet.
5. Please keep the sheet marked "Employee Copy" for your own records and for future reference.
6. If you are on assignment and you do not have a time sheet, simply use the company's letterhead and include the same information that is requested on a time sheet:

- Your name & social security number
  - The week ending date
  - The hours for each day – time in, time out & lunch break
  - The total hours for the week
  - The client's signature
- 7. Either drop off or mail the original time sheet with the client's original signature to CHOICE. We also accept scanned/mailed versions.**
8. You have several options for picking up your check:
    - Pick up in person anytime after 12 noon on Wednesdays
    - We can mail the check directly to your home address
    - Direct Deposit
    - E-Funds
    - Arrangements can be made ahead of time (and must be in writing) to allow someone other than yourself to pick up your check



choice  
personnel  
inc.

## **PAYROLL PROCEDURES**

Welcome To Choice!

We are pleased that you chose to register with us, and we look forward to working with you. Please read this information carefully and call your counselor if you have any questions.

### OFFICE HOURS

**Monday – Friday 8:00 am – 6:00 pm\***  
**Phone (212) 679-5900\***  
**Fax (212) 889-3712**  
**Email [choice-orders@choiceco.com](mailto:choice-orders@choiceco.com)**

**\*After Business Hours Emergency**  
**Phone (212) 689-1676**

**Counselor: \_\_\_\_\_**

Bring your timesheet with you everyday to your assignment.

Fill out your timesheet completely and accurately or it will cause delays with your payroll.

**PRESS HARD FOR CLEAR COPIES-USE BALL POINT PEN**

**ASSIGNMENT INFORMATION**

Company Name **Where we sending you ("Client")** EOE

Address **Client Address – in your confirm email or ASK US**

Report To **Supervisor's Name** Time \_\_\_\_\_

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CHOICE TEMPS, INC. Email: choice-orders@choiceco.com  
 501 Fifth Ave. Tel: 212-679-5900  
 Suite 1601 Fax: 212-213-0984  
 New York, New York 10017 Fax: 212-889-3712

COMPANY NAME **Where we are sending you** WEEK ENDING SUNDAY **The Sunday ending the week you have worked**

ADDRESS **Client Address** CITY \_\_\_\_\_

HOLD MY CHECK  OR  ASSIGNMENT YES   
 MAIL MY CHECK PLEASE CHECK ONE COMPLETED NO

SOCIAL SECURITY NUMBER

X X X X X **Last 4 Digits of Your SS #**

WHEN AVAILABLE? \_\_\_\_\_ EMPLOYEE NAME **Your Name**

I certify that these hours were worked by me during the week ending shown above, and were properly verified by an authorized representative of the Client. EMPLOYEE SIGNATURE **X Your Signature**

DAY	DATE	HOURS TO NEAREST 1/4 HOUR			
		START	FINISH	MINUS LUNCH BREAK	REG. HOURS
MON.					
TUE.					
WED.					
THUR.					
FRI.					
SAT.					
SUN.					

FOUR (4) HOUR MINIMUM PER EMPLOYEE PER DAY	OVERTIME HOURS PAID AFTER 40	REG. HOURS		OVERTIME	
		HRS	MIN	HRS	MIN

CLIENT PLEASE NOTE: WRITE TOTAL DAYS WORKED (IN WORDS) HERE TOTAL HRS. TO NEAREST QUARTER

CLIENT: YOUR SIGNATURE CERTIFIES THAT: DAYS SHOWN ARE CORRECT, WORK WAS DONE SATISFACTORILY, AND YOU AGREE TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THE CLIENT COPY.

CLIENT \_\_\_\_\_ DEPT. \_\_\_\_\_

AUTHORIZED SIGNATURE **X** TITLE \_\_\_\_\_

IS THE EMPLOYEE CONTINUING THIS ASSIGNMENT? YES  NO

Check if we should hold or mail your check

- Each Day:
- Record the date
  - Time you started
  - Time you finished
  - Deduct amount of time taken for lunch
  - Total your hours for each day worked
  - Round off hours to nearest 1/4 hour
  - Draw a line through any days you did not work
  - Only time worked over 40 hours is considered overtime
  - Please note we have a FOUR HOUR minimum per day

Add up your regular hours and overtime hours

Print your supervisor's name, department and title. Have him/her verify the hours worked and sign your time sheet. Check off if you will be continuing the assignment.