

## PAYROLL PROCEDURES

### TIME KEEPING

In order to receive bi-weekly payroll, electronic and paper timesheets must be approved, signed and emailed or faxed by your worksite manager or supervisor no later than Mondays by 12:00pm. **Timesheets received after 12:00pm on Monday will be processed the following pay period.** To access the electronic time keeping system please visit <https://timestar.insperity.com/bsv>

Please review your timesheet before submitting for payment. Timesheets are reviewed weekly to ensure that the hours are added properly, dates are correct, to verify attendance and supervisor's signature. It is a requirement that you take at least one-half hour for lunch for a six-hour plus workday.

### DIRECT DEPOSIT

**Direct deposit is mandatory and is received Bi-Weekly.** Direct deposit is wired to your account(s) normally Fridays, but in some instances on Mondays or Tuesdays, with the exception of holidays that fall on weekdays. In order to receive direct deposit you must have a valid checking or savings account. To process your direct deposit, please fax or email a void check or your account and routing number to the payroll department.

### ALTERNATE METHOD OF PAYMENT

If for any reason, you can't open or don't have a bank account, you can obtain a cash card, which work as an ATM card, can be used everywhere VISA debit cards are accepted and can be used to receive direct deposit payments. Please email [payroll@beattys2.com](mailto:payroll@beattys2.com) for additional information. Cash cards advertise early direct deposit. Beatty's Services does not advertise early payment. Your direct deposits are still scheduled to post to your account bi-weekly on Fridays.

### OTHER PAYMENT METHODS AND BANK ACCOUNT CHANGES

For new hires, direct deposit is processed once your first-time sheet is processed. For those with a change in account information, direct deposit may take one pay period to post your account. Paper checks are only mailed in emergency situations. For mailed checks, we cannot be held accountable for the Post Master's delivery procedure. If your check is lost or stolen after it has been mailed, a stop payment can be placed on the check at your expense. The stop payment fee is currently \$20.00 per check. Payments can also be wired for a fee of \$25.

### FORMS

Employees who need letters of employment verification or forms should fax their requests or forward their forms to the payroll department at 201-880-0717 or if you have scanning capabilities, scan form(s) then email to [payroll@beattys2.com](mailto:payroll@beattys2.com). If you need an original form(s) filled out, please mail form along with a self-addressed stamped envelope to 1200 Lakeshore Avenue, 7B, Oakland, CA 94606.

### PAY STUBS AND W2S

To view your pay stubs please visit [www.paycor.com](http://www.paycor.com). Click on the Sign In button, then register as a new user. The access code is 73507. If you need additional assistance contact the payroll office at [payroll@beattys2.com](mailto:payroll@beattys2.com). W2s are available to be viewed, downloaded or printed at the end of January. Change of address should be emailed to payroll in advance. We encourage you to check your first pay stub to ensure that your name, social security number and address have been entered into the system properly.

### CONTACTING PAYROLL

Please direct all payroll concerns to the payroll department via email only at [payroll@beattys2.com](mailto:payroll@beattys2.com). This includes lost checks, missing hours, timesheet errors, payroll disputes, change of address or tax information. Should a payment problem arise we will make sure you are paid for your services, provided that we have a legitimate timesheet(s). To keep a professional demeanor at all times, discussing personal problems with your work site management is not permitted. Please keep your conversation about work related issues while at work. Beatty's Services is looking for a positive and great working relationship with employees. If you have any questions, please email [payroll@beattys2.com](mailto:payroll@beattys2.com).