



## **PAYROLL PROCEDURES FOR PAPER TIMESHEETS**

You are paid by submitting timesheets on a weekly basis. Core's pay period is Monday through Sunday and payday is Wednesday of the following week. Timesheets must be filled out completely and accurately. If you are assigned to more than one position in a week, a separate timesheet must be submitted for each assignment.

### **TIMESHEETS**

- Fill in your name, social security number, week ending date (all week ending dates are Sundays) and the name of the company where you are working.
- Record the hours worked each day and total them to the nearest quarter hour. Make sure to deduct any time taken for lunch.
- Total your daily hours for the week and enter the amount into the total hours box.
- Check the appropriate box to indicate whether you have completed your assignment or will be returning to work the next week. If your assignment is ending, contact your counselor immediately.
- Check the appropriate box to indicate whether you want your paycheck held at a Core office or mailed to your home.
- At the end of the week, have your supervisor sign your timesheet to authorize the hours worked.

**All timesheets must have an authorized signature in order for you to be paid.**

If your address, phone number, name or other pertinent information changes, please contact our payroll department immediately.

### **PAYMENT PROCEDURES**

Core's payroll department must receive your timesheet by Monday, 5:00 PM. Timesheets may be dropped off at a Core office, mailed and/or faxed or e-mailed to our payroll department. Core does not assume responsibility for mailed timesheets. Therefore, we recommend you also fax or e-mail your timesheet to ensure it is received by the deadline.

For your convenience, we offer Direct Deposit. If you are interested, please complete the form available on our website or contact payroll.

- **All faxed timesheets must be confirmed by phone.** You must call the payroll department between 3:00 p.m. and 5:00 p.m. on Monday to confirm your fax was received. Core will not assume responsibility for faxed timesheets not confirmed by phone. E-mailed timesheets will be replied to with a confirmation.
- **Timesheets not received by the Monday deadline will be processed the following week.**
- Paychecks are available at location you checked on your timesheet. You can pick up your check at the downtown office after 12:00 PM and the midtown office after 3:00 PM. Bring proper identification when picking up your check. If you request your check to be mailed, it will be sent out on Wednesday. Direct deposit will be processed to your account on Thursday.
- If someone else is picking up your paycheck, you must send along a signed letter authorizing its release. This individual must have proper identification and your original timesheet (if you haven't already turned it in).
- If you have any questions, our payroll department can be contacted Monday – Friday, 9:00am to 5:00pm.

#### **Downtown Office:**

*Checks available for pick up  
Wednesdays after 12:00 PM  
40 Wall Street, 16<sup>th</sup> Floor  
New York, NY 10005*

#### **Midtown Office:**

*Checks available for pick up  
Wednesdays after 3:00 PM  
1450 Broadway, 9<sup>th</sup> Floor  
New York, NY 10018*

**Payroll Fax:** 212-233-0002

**Payroll E-Mail:** payroll@employcore.com

## **PAYROLL PROCEDURES FOR ONLINE TIMESHEETS**

*Not all clients use our online timesheet system.  
Your Staffing Manager will let you know when placed on an assignment.*

You are paid by submitting timesheets on a weekly basis. Core's pay period is Monday through Sunday and payday is Wednesday of the following week. Timesheets must be filled out completely and accurately. If you are assigned to more than one position in a week, a separate timesheet must be submitted for each assignment.

All employees must have their time in the system by **5 pm on Monday** and all supervisors must approve time no later than **12 pm on Tuesday**. Any time submitted and approved after those cut off times will be paid the following week. Timesheets for each week will be available Wednesday after 1PM.

You will receive an email when your timesheet is approved. If you do not receive an approval email by Tuesday morning, please contact your supervisor.

Please login to your account at [https://employcore.securedportals.com/portal/employee\\_login.aspx](https://employcore.securedportals.com/portal/employee_login.aspx) to fill out your timesheet. If you have not setup an account yet, select "Create Account" from the link.

### **ONLINE TIMESHEET ENTRY**

- Once logged in, from the Timesheet menu choose "Enter Time".
- Click on the appropriate assignment to open the timesheet.
- Enter the In/Out times for the day including meal period/unpaid time. *You must use A for AM and P for PM, e.g. In 8A, Out 12P, In 1P, Out 5P.* If there is no break, enter out time in "out" column right next to "in" column. Do not skip columns.
- You must "SAVE TIMESHEET" before leaving the page if you want to come back at a later time to complete your timesheet.
- Click "SUBMIT TIMESHEET" when completed hours for the entire week are entered. Please only click "SUBMIT TIMESHEET" once or it will send multiple copies of the timesheet to your supervisor.
- If you are adding comments in the comment section, you must click "SAVE COMMENTS" before submitting your timesheet. "SAVE TIMESHEET" will not save your comments.

### **REPORTING OPTIONS**

#### Payroll Check History

To view and/or print any paycheck stub:

- Click on "View your Payroll Checks history"
- Click "PDF" following any payroll check you would like to view or print (requires Adobe 10.x to open PDF)

### **TIPS**

- Use the Navigation Menu along the top of the page to navigate through the site. **DO NOT USE THE BROWSER BACK BUTTON.**
- Use the "LOGOUT" link at the top of the page.
- All time should be entered on a daily basis for each day worked and ONLY select SUBMIT TIMESHEET once at the end of each week.
- You will receive a confirmation that your timesheet has been approved by your supervisor. Please check your junk and spam folders. If you do not see an approval confirmation by the 5pm deadline, please contact your supervisor.

If your address, phone number, name or other pertinent information changes, please contact our payroll department immediately.



## **PAYMENT PROCEDURES**

Core's payroll department must receive your timesheet by Monday, 5:00 PM. Timesheets may be dropped off at a Core office, mailed and/or faxed or e-mailed to our payroll department. Core does not assume responsibility for mailed timesheets. Therefore, we recommend you also fax or e-mail your timesheet to ensure it is received by the deadline.

- **Timesheets not received by the Monday deadline will be processed the following week.**
- Paychecks are available at the downtown office after 12:00 PM on Wednesdays. If you would like your check held at the midtown office or mailed, please email payroll. Checks are available at the midtown office after 3:00 PM on Wednesdays. Bring proper identification when picking up your check. If you request your check to be mailed, it will be sent out on Wednesday.
- Direct Deposit will be deposited into your account on Thursday mornings.
- If someone else is picking up your paycheck, you must send along a signed letter authorizing its release. This individual must have proper identification and your original timesheet (if you haven't already turned it in).
- If you have any questions, our payroll department can be contacted Monday – Friday, 9:00am to 5:00pm.

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