



## Guidelines for Payrollees

As a payrollee of Resource Group Staffing, you are employed through Resource Group Staffing and will receive your paycheck from Resource Group Staffing. You were referred to us by the company you will work for to setup payroll for you.

### Payroll Procedures

- Complete your timecard in full at the end of your work week. After completing the timecard, be sure to have your supervisor sign and date the it for approval. It is your responsibility to make sure all fields are complete and accurate. Submit your timecard via fax at the end of your work week. We must receive the time card by noon on Tuesday following the week that you worked. A delayed time card will result in a delayed paycheck.
- Payday is Friday following the week you worked. Resource Group Staffing's preferred method of payment is direct deposit. If you elect direct deposit your checks will be mailed to you until the direct deposit request is processed. If you elect to have your checks mailed to you, RGS cannot be responsible for delays. In the event a check is lost in the mail, Resource Group Staffing will place a stop payment on the check and issue a replacement **less the stop payment fee** after it is processed.
- When setting up direct deposit, you must check with your bank to verify funds are deposited before writing checks or withdrawing funds. You are responsible for notifying us of any changes in your account such as closings etc.. We will not be responsible for any bounced checks!

I acknowledge that Resource Group Staffing has reviewed the above content with me. These policies may be modified from time to time. I acknowledge that I am not entitled to any benefits from Resource Group Staffing or its clients and I expressly waive any claim to any benefits provided by Resource Group Staffing clients.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recruiter Signature: \_\_\_\_\_ Date: \_\_\_\_\_