

## “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:

- a. Your name & social security number
- b. The week ending date
- c. The hours for each day – time in, time out & lunch break
- d. The total hours for the week
- e. The client’s signature

7. **Either drop off or mail the original time sheet with the client’s original signature to CHOICE. We do not accept faxed copies of timesheets unless you have special permission from a counselor. Even those with special permission must bring the original to our office before your check will be released.**

8. Electronic timesheets are used for several of our clients. You will be informed when given your assignment if special time sheet submittal procedures are required.

9. You have several options for picking up your check:
- a. **Pick up** in person anytime after 12 noon on Thursdays
  - b. We can **mail** the check directly to your home address
  - c. **Direct Deposit**
  - d. **E-Funds**
  - e. Arrangements can be made ahead of time (and must be in writing) to allow someone other than yourself to pick up your check

**CHOICE LONG ISLAND**  
PUTTING PEOPLE TO WORK SINCE  
1974

## **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 8:30 am – 5:30 pm**  
**Phone (631) 617-6002**  
**Fax (631) 617-6006**

**Bring your time sheet with you everyday to your assignment.**