



## **PAYROLL FAQ**

### **1. When is pay day?**

Pay day is on Friday. If you have direct deposit, funds will be deposited Friday morning. The actual time depends on when your financial institution posts the deposit. If you do not have direct deposit, your check will be put in the mail on Friday at noon. There is a one week delay as to when they get paid.

### **2. Direct Deposit**

All contractors are eligible for direct deposit if they submit the correct banking information (complete Selectek form) and a voided check (or appropriate bank form with account and routing numbers). Once we receive the correct information the Contractor's check will be directly deposited for the next payroll cycle. Note: deadline to submit direct deposit information is Thursday by COB in order to receive check via direct deposit for following Friday.

Deadline to submit all start up paper work is by COB on Thursday of the week the Contractor starts work. I-9 ID's need to be submitted and on file no later than 3 days after the Contractor starts work.

### **3. Do you have pay statements online?**

Yes! We are pleased to have our pay statements available to employees online. Although pay days are on Friday, you will be able to access your pay information. It is called Paychex e services.

### **4. How do I register for Paychex e-services**

Instructions are at the end of the FAQs

### **5. Is registering for Paychex e-services required?**

Yes, because once your direct deposit begins we will no longer mail paper statements to you.

### **6. I receive a live check each week; do I need to register for Paychex e-services?**

No, you don't have to, but there are some helpful tools there. Not only will you be able to view your pay detail a day early, you'll have access to your earning statements, W-2 forms, tax calculators, etc. And all of this information is available 24/7/365.



**7. When are timesheets due?**

All timesheets are due in on Mondays by 8:00 a.m. To make the deadline, please send your timesheets to us when you finish work on Friday.

**8. How do I turn in my timesheets to Selectek?**

Two ways:

By fax: 678-462-6612 or 800-728-9130 **OR**

By email: scan and email to: [payroll@selectek.com](mailto:payroll@selectek.com)

**9. What are the timesheet particulars?**

All timesheets must be signed by your manager. It's the contractor's responsibility to get them signed or find an alternate signatory in the event your manager is unavailable.

Also, PRINT your name along with your signature and the name of the company where you are working.

**10. What if I want to change banks for my direct deposit?**

You will fill out a new direct deposit form and submit that with a copy of your voided check. Just as in the beginning, it could take up to 2 pay periods to take effect.

**11. What do I do if I have direct deposit and want to close my account?**

**This is very important. Do NOT close your account until you've spoken with payroll first!** If funds are transmitted to a closed account, it will cause you a **delay** in getting paid as you will have to wait until the funds are returned to us before we can issue another check.

**12. What if I choose not to have direct deposit?**

Direct deposit is not mandatory, but is strongly recommended. Direct deposits occur on Friday, and paper checks are mailed out on Friday at noon. They normally arrive in the metro Atlanta area on Saturdays or Mondays. **Selectek is not responsible for the US Mail or any delays incurred by the postal service.** If you choose not to have direct deposit, then **it is at your own risk.**

**13. Do you hold checks for pickup?**

We will be happy to hold your check for pickup on Friday. Our office hours are 8:30-5:30, just let payroll know by Thursday of that week so we won't send your check out in the mail.



#### **14. Anything else?**

For those who are using the manual version of a timesheet and not the client company's time entry system, please recheck your math so that you do not short yourself on time worked. This really does happen.

All time worked must be rounded to the nearest quarter of an hour: i.e. 8:00, 8:15, 8:30, 8:45.

Also it is good operating procedure to keep a copy of your timesheet, just in case.

#### **15. If I have further questions whom do I ask?**

Contact payroll. Feel free to call or email M-F 8:30 – 5:30 Eastern Time

678-802-6629

678-461-6612 (payroll fax)

800-728-9130 (payroll fax)

[payroll@selectek.com](mailto:payroll@selectek.com) (email timesheets or questions)