

Important Payroll Information

Associate Staffing and Placement, Inc. takes the processing of payroll very seriously. It is important to us that you are paid the *right* amount in a *timely* fashion. We need your help in making sure that happens *each* and *every* week. The following is the information that you need to know to ensure that you receive an accurate paycheck each payday.

Time Sheets

- **Our payroll week runs from Monday through Sunday. Payday is the following Friday.**
 - You submit your timesheet by email to kjagos@asapjobsorlando.com as a scan or picture attachment by no later than Monday morning at 9am. You can also fax it to 407-277-2760.
 - If there is a problem in submitting your timesheet, contact our office at 407-277-2733 and notify a member of our office staff. They will advise you on what to do, based on the situation.
- **Calculate your hours correctly. If your timesheet is turned in with incorrectly calculated hours, there will be a delay in the processing of your check. Hours should be recorded to the nearest quarter hour in decimal form. Example:**
 - $\frac{1}{4}$ hour = 15 minutes = Should be reported as .25
 - $\frac{1}{2}$ hour = 30 minutes = Should be reported as .50
 - $\frac{3}{4}$ hour = 45 minutes = Should be reported as .75
- **No check will be released without the proper signatures.** You are responsible for submitting a timesheet that has your signature verifying that the timesheet is complete and accurate. The timesheet must also be signed by an authorized representative of the Client Company; indicating that the hours have been reviewed, approved and accepted by the company.

Checks

- **Remember that checks can be mailed, held or submitted through direct deposit. Mark the box that corresponds with how your check should be processed on your timesheet. E-checks are also available.**
 - In order to select direct deposit, you must complete the paperwork and provide your account information to our office. The paperwork can be requested by contacting any member of our staff or downloaded from our website.
 - Once you have signed up for direct deposit, ALL subsequent checks are directly deposited into your account unless you provide our office with written notification to stop the process.
 - If you do not have direct deposit and do not mark mail or hold on your timesheet, your check will automatically be held.
 - If you would like to authorize another individual to pick up your check from the office; you must provide that authorization in writing. Checks can be picked up at our office on Thursday from 8:30-4 and from 8:30-noon on Friday.
- **Associate Staffing and Placement, Inc. is NOT responsible for checks that are lost in the mail, misdirected or otherwise misplaced.** Once a check is mailed from our office, we cannot track that check. If you request a check to be reissued, you will be charged a stop payment fee that will be deducted from the replacement check.
- **Checks that are transmitted by Direct Deposit will be deposited to your account on Friday and will appear based on your bank's posting procedures.**

If any of the above requirements are not met, Associate Staffing and Placement, Inc. reserves the right to delay the processing of your paycheck.

We appreciate your assistance in making the payroll process both effective and efficient. Should you have any questions, please contact a member of our office. We can be reached at **407-277-2733**. If it is outside of business hours, email us at kjagos@asapjobsorlando.com. **THANK YOU!**