

# ***BEATTY'S SERVICES, INC.***

## **PAYROLL PROCEDURE**

In order to receive weekly payroll, timesheets must be approved, signed and faxed by your worksite manager or supervisor. Mail the original timecard(s) to Beatty's Services. Electric timekeeping must be approved by your worksite manager or supervisor and transmitted to Beatty's Services payroll by Monday, no later than 5:00pm. To assure the payroll department received your timesheet, after faxing contact the payroll department for confirmation. **Timesheets received after 5:00pm on Monday will be processed for payment with the following direct deposit (two weeks later).** No exceptions to the rule.

Please review your timesheet before submitting for payment. Timesheets are reviewed weekly to assure that the hours are added properly, dates are correct, to verify attendance and supervisor's signature. Your attendance is very important to your work reputation. Please maintain your punctuality and reliability. Employers need a dependable employee.

It is a requirement that you deduct at least one half hour for lunch for a six-hour plus workday.

**Direct deposit is mandatory and is received Bi-Weekly.** Direct deposit enters your account(s) on Friday with the exception of holidays that fall on weekdays. If for any reason, you can not open a bank account, a "Directo Card" will be issued to you. The "Directo Card" works as an ATM card and funds can be received weekly through this card. There is a \$5.00 monthly charge. If your Directo Card is lost or stolen, contact the Directo Bank at 1-877-242-0644 or 1-877-422-2376. For monthly statements logon to the website at: [www.directocard.com](http://www.directocard.com). For replacement cards call Beatty's Services payroll. **DIRECT DEPOSIT WILL BE RECEIVED BI-WEEKLY.** (Timesheets must still be faxed weekly).

Please note that for new hires, or for those with a change in account information, direct deposit will take two to three weeks to post your account. This lengthy process is to assure that there are no problems with your account. During this process live checks can be mailed. For mailed checks we cannot be held accountable for the Post Master's delivery procedure. If your check is lost or stolen after it has been mailed, a stop payment can be placed on the check at your expense. The stop payment fee is currently \$18.00 per check. Beatty's Services will not be held accountable for any emergency check overnight expense encountered. All check(s) will be mailed out via US Post Master.

Please direct all payroll concerns to the payroll department. This includes lost checks, missing hours, timesheet errors, payroll disputes, change of address or tax information. Should a payment problem arise we will make sure you are paid for your services, provided that we have a legitimate timesheet(s). All concerns will be resolved by Beatty's Services as swiftly as possible. To further assist you when inquiring payroll help, you can email your written comments to [payroll@beattysservices.com](mailto:payroll@beattysservices.com).

Employee verification form(s) should be faxed to the payroll department at 201-880-0717 or if you have scanning capabilities, scan form(s) then email to [payroll@beattysservices.com](mailto:payroll@beattysservices.com). If you need an original form(s) filled out, please mail form along with a self addressed stamped envelope to 127 West 127<sup>th</sup> Street, Suite 301, New York, NY 10027.

Weekly pay stubs and W2 forms can be downloaded at [www.compupaycentral.com](http://www.compupaycentral.com). Click on the link that says First Time User, enter your first and last name in all capital letters, set up your user name and password. If you need additional assistance contact the payroll office at 212-932-2063; option 2.

Additional timesheets can be downloaded from the Beatty's Services, Inc. website: [www.beattysservices.com](http://www.beattysservices.com). If you don't have access to the web ask your manager or supervisor for a company letter head and make up a timesheet. Include the hours you've worked, (deduct lunch) add the total amount of hours. You need three copies, one copy stays with the site manager, one copy goes to Beatty's Services, Inc. and you keep a copy for your record.

To keep a professional demeanor at all times, discussing personal problem with your work site manager or supervisor is not permitted. This includes disputes about payroll issues. Please contact your Beatty's Services project manager for any job related concerns. Please keep your conversation about work related issues while at work.

Beatty's Services is looking for a positive and great working relationship with employees. If you have any questions please give us a call at **212-932-2063; option 2; fax 201-880-0717**; email: [payroll@beattysservices.com](mailto:payroll@beattysservices.com).