



Payroll Procedures

It is the goal of Elite Personnel to make sure all employees are paid on time and accurately.

PHONE: 973-839-4401

FAX: 973-839-4415

- **Payroll is processed the Monday following the week worked.**
- **Timecards are due to Elite by 12:00 NOON on Monday in order for them to be processed that day.**
- **It is the responsibility of the employee to call by 12:00 NOON to confirm that their timecard has been received.**
- **Timecards received after 12:00 NOON will be processed the following Monday. Please note that Elite only runs ONE payroll a week.**
- **All timecards must be filled out accurately and correctly for them to be processed.**
- **Checks are ready for pick-up between 3:00pm to 5:30pm on the same Monday they are processed.**
- **Any checks not picked up by 5:30 on Monday will be mailed out. It is Elite's policy not to hold over any checks overnight.**

TIMECARDS

You are responsible for making sure your timecard is filled out correctly and accurately at the end of each work week.

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- Always use an Elite Timecard to record your hours. In the event that you have no timecard call Elite and we will either email or fax you a timecard.
Note: A blank timecard is always in with your paycheck.
- Report only the hours you actually work for the week.
- Time in and time out must be filled out for each day worked in the pay week.
- Time taken for lunch must be entered and deducted from your total hours for that day.
- Hours should be added across for each day and then added down to get your total hours worked for the week.
- The week ending date should be on the timecard.
- Your full name and the client company's name should be on the timecard.
- Timecard must be approved and signed by an authorized client representative before faxing to Elite.
- Your signature must be on the timecard.
- A separate timecard must be submitted for each week worked.
- If you work for more than one client in a week you must use separate timecards for each client.

DIRECT DEPOSIT

Getting paid electronically is the fastest, safest and most reliable way to get paid.

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- To enroll, complete the Authorization for Direct Deposit form and return the completed form to Elite.
- Pay will be by check until the direct deposit is set-up.
- Direct deposit payments are available the day after payroll is run.
- For your records the paycheck voucher is automatically sent out via email the day payroll is run.
- Direct Deposit payments cannot be split between accounts.

FREQUENTLY ASKED QUESTIONS

- Medical Insurance is available for all fulltime Elite employees. To be eligible you need to have worked a minimum of 60 consecutive days.
- You can earn a Referral Bonus of \$50.00 for each qualified applicant you refer to Elite that ends up working a minimum of 150 hours for Elite.