

## REMINDER

To ensure you receive your paycheck timely, the following two steps are critical:

1. On Friday, submit your timecard to our office one of the following ways:
  - Deliver your timecard to our office
  - Fax your timecard to 503-295-9977
  - Scan and e-mail your timecard to [accounting@staffingsolutionsllc.com](mailto:accounting@staffingsolutionsllc.com) . If you email your timecard, you will receive a reply message of "Thank You" so that you will know it was received.
2. The original copy should then be delivered to our office or put in the mail.

Please Note: In order for us to complete the processing of your paycheck, we **must** have a copy of your timecard **no later than 10 AM on Monday**. If it is not in by this time, your paycheck may be delayed until the following week.

For your convenience, you can obtain a copy of our timecard at [www.staffingsolutionsllc.com](http://www.staffingsolutionsllc.com). Go to "Career Opportunities". On the left, click "Required Paperwork Downloads", then "Timesheet/Timecard". After completing the timecard, make a copy for your supervisor and yourself, then submit as outlined above.

If you have any problems with your paycheck, please contact Susan in our Accounting Department at [accounting@staffingsolutionsllc.com](mailto:accounting@staffingsolutionsllc.com).

Susan and your recruiter need to know of any changes in your address or telephone number. Please fill out and complete a new W-4 if you require any changes of your withholding status and allow one week for the changes to become effective.

## CHECK DISBURSEMENT

Please indicate below if you want your pay check mailed to you or if you would like to pick it up yourself. We mail checks on Thursday if requested. We cannot release your paycheck to anyone other than yourself without your written permission and a telephone call, or email.

☐

MAIL

Name: \_\_\_\_\_

Please Print

\_\_\_\_\_  
Telephone

Address: \_\_\_\_\_

City & Zip: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
Date

☐

PICK-UP FRIDAY AFTER 12:00 NOON & BEFORE 4:30 PM

Name: \_\_\_\_\_

Please Print

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_  
Date