



## PAYROLL POLICY

The following describes the process to ensure that your paycheck is processed accurately and on time. Please read and sign.

### Timesheets:

- All timesheets must be faxed to your local Horgen branch office by 12:00 Noon every MONDAY. NO EXCEPTIONS WILL BE MADE.
  - If your timesheet is not received by 12:00 NOON ON MONDAY for the hours you worked the previous week, you may have to wait until the next weeks payroll to be paid.
- You will either be using paper timesheet or an online timesheet; your recruiter will tell you which one you need to use.

### Paper Timesheets

- Timesheets must be signed by your supervisor at the client company on the last working day of the week or the last day of your assignment and faxed to payroll by 12:00 noon every Monday.
  - We cannot pay you if the timesheet does not have the client's signature.
  - Make a copy of your timesheet for your supervisor and keep the original copy for yourself.
  - Fill out your timesheet daily for those day's hours.
  - Blank timesheets can be downloaded from the Internet at [www.HorgenSolutions.com](http://www.HorgenSolutions.com)

### Online Timesheets

- Timesheets must be entered and approved into the online system (i.e. VMS) by 12:00 noon every Monday.
  - Make sure you enter your hours into the correct week
  - If you have any trouble entering your hours please call us for assistance.

### Paychecks:

- If you have direct deposit or a Global Cash Card, the money will be in your account on FRIDAY.
  - A check stub will be mailed to your residential address on file. Alternatively you can pick it up at your work-site.
- If you do not have direct deposit, paychecks are mailed out by Friday to the address you provide on your employment application.
  - You must allow the U.S. Postal Service 5 business days to deliver by your paycheck.
  - Horgen only reissues a lost paycheck if the original check is not received by **Thursday** of the following week.

**PLEASE KEEP THIS PAGE FOR YOUR RECORDS**



SIGNATURE PAGE FOR PAYROLL POLICY

*Please sign, date, and return  
this page to your Horgen Representative*

I hereby agree to follow the above written Payroll Policy and understand that noncompliance on my part may delay my paycheck.

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Branch: \_\_\_\_\_