



## Payroll Policy

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

- **Payday is FRIDAY**
  - If you have direct deposit, the money will be in your account on FRIDAY.
  - If you do not have direct deposit, paychecks and pay stubs 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.
  
- **Timesheets**
  - All timesheets must be faxed to your local Workway 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 previous week, you may have to wait until the next week to be paid.
  - 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.
    - **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.
  - Blank timesheets can be downloaded from the Internet at [www.workingway.com](http://www.workingway.com).
    - Fill out your timesheet daily for those day's hours.
  
- Workway only reissues a lost paycheck if the original check is not received by **Thursday** of the following week.

**LEASE KEEP THIS PAGE FOR YOUR RECORDS**



## SIGNATURE PAGE FOR PAYROLL POLICY

**Please sign, date, and return this page to your Workway Representative  
for your employment file.**

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:** \_\_\_\_\_