

## CRN PAYROLL AND EXPENSE PROCEDURES - 1099

### TIME SUBMISSION

As a CRN consultant, you are required to submit your time worked on a weekly basis. Most consultants will utilize [Webtime](#) to enter hours worked. You will receive an email from [webtime@solomonpage.com](mailto:webtime@solomonpage.com) with your username and information on how to set up your account. Alternatively, some consultants will track their time in a client-specific portal. All 1099 consultants, regardless of timekeeping system, are required to submit a business invoice separately to [CRN-Payroll@solomonpage.com](mailto:CRN-Payroll@solomonpage.com). *Your HR Staffing Coordinator will confirm which system you will utilize to track your time.*

### IMPORTANT DEADLINES

It is your responsibility to ensure hours worked are submitted and approved on time.

<b>TIMESHEET &amp; INVOICE* SUBMISSION DEADLINE:</b>	<b>MONDAY AT 9:00AM</b>
<i>Consultants must submit their timesheet by Monday at 9:00am.</i>	
<i>* 1099 Consultants are required to submit their business invoices separately to <a href="mailto:CRN-Payroll@solomonpage.com">CRN-Payroll@solomonpage.com</a>.</i>	
<b>APPROVAL DEADLINE:</b>	<b>WEDNESDAY BY EOB</b>
<i>Supervisors must approve submitted timesheets by Wednesday End of Business Day.</i>	

Time submitted after the deadline will be processed in the next pay cycle. If multiple timesheets are submitted during the same pay cycle, your payment will be processed into one deposit. Please note: when multiple timesheets are processed together, tax withholdings will increase. Overpaid taxes will be refunded at the end of the year via your tax return.

### PAYROLL CALENDAR

The payroll calendar PDF, which can be found on the Consultant Resources tab, provides important dates such as pay dates and timesheet deadlines. Approved timesheets and invoices **must** be received by the deadline noted on the payroll calendar.

### GETTING PAID

CRN pays all consultants by direct deposit. Please note that you will need to provide your bank name, routing number, and account number(s) for setup. In addition to your primary direct deposit checking account, you can designate a fixed amount to be deposited to an additional checking and/or savings account.

### EXPENSES

*Please refer to the detailed expense procedures document in the consultant resources tab. If utilizing Webtime, follow the detailed Webtime expense process **or** the steps listed below. Approved expenses **must** be submitted to CRN no later than **45 days** after the date the expenses were incurred. Any expenses received after this deadline will not be paid until payment from the Client has been received.*

To submit expenses incurred while working, complete a [CRN expense sheet](#). Email this, along with a scanned copy of all receipts to your manager for approval. **Please merge all receipts and the expense report into one PDF before sending.** Once approved, email the merged PDF along with your manager's approval to [CRN-Payroll@solomonpage.com](mailto:CRN-Payroll@solomonpage.com) by the deadline noted on your CRN Payroll Calendar. 1099 consultants are also required to include a business invoice for the expense(s) incurred.

*I acknowledge and agree to the policies as defined above. I understand that it is my responsibility to follow the procedures outlined for the submission and approval of my timesheet and expenses. I understand that failure to comply will delay my compensation.*

SIGNATURE

DATE

PRINTED NAME