

CRN PAYROLL AND EXPENSE PROCEDURES – W2

TIME SUBMISSION

As a CRN consultant you are required to submit your time worked on a weekly basis into a timekeeping system. Most consultants will utilize Webtime to enter hours worked on a weekly basis. Some consultants will submit hours through a client-specific system. *Your HR Staffing Coordinator will confirm which system you will utilize to track your time worked.*

IMPORTANT DEADLINES

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

TIMESHEET & INVOICE* SUBMISSION DEADLINE:	MONDAY AT 9:00AM
<i>Consultants must submit their timesheet by Monday at 9:00am.</i>	
APPROVAL DEADLINE:	WEDNESDAY BY EOB
<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.

GETTING PAID

Consultants are paid by Direct Deposit via Paycom. Please note that you will need to setup your Paycom account and direct deposit by providing your bank name, routing number, and account number(s). In addition to your primary direct deposit checking account, you can designate a fixed amount to be deposited to an additional checking or savings account.

PAYROLL CALENDAR

The payroll calendar, 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.

VIEW YOUR PAYSTUB

Paycom is where you can access your paystubs and tax documents for paychecks issued after February 1, 2026. Pay records prior to this date will remain available in ADP for up to three years, as long as you maintain an active ADP account.

EXPENSES

Expenses must be submitted to CRN within 45 days of being incurred; late submissions will not be paid until client payment is received. Complete a CRN expense sheet and email it with merged receipts (one PDF) to your manager for approval. Once approved, send the PDF and approval to CRN-Payroll@solomonpage.com by the deadline on the CRN Payroll Calendar. If utilizing Webtime, follow the detailed Webtime expense process.

I acknowledge that I have read, understand, and agree to the CRN payroll policies and procedures as defined above. I understand that failure to comply will delay my compensation.

SIGNATURE

DATE

PRINTED NAME