

## **SOLOMON PAGE PAYROLL AND EXPENSE PROCEDURES – 1099**

### **TIME SUBMISSION**

As a 1099 consultant, you are required to submit your hours worked on a weekly basis into a timekeeping system. Your HR Staffing Coordinator will confirm the system in which you will submit your time and business invoice.

### **1099 BUSINESS INVOICES**

All 1099 consultants, regardless of timekeeping system, are required to email their approved timesheet, along with a business invoice, separately to the payroll email provided by your HR Staffing Coordinator.

- When sending an invoice, you must list each week worked separately.

### **PAYROLL CALENDAR**

The payroll calendar PDF, which can be found on the Consultant Resources tab within your onboarding platform, shows important dates such as pay dates and timesheet deadlines. Approved timesheets and invoices must be received by the deadline noted on the payroll schedule. Timesheets approved after the deadline will be processed in the following pay cycle.

### **EXPENSES**

Please refer to the detailed expense procedures document in the consultant resources tab. If utilizing Webtime, follow the detailed expense process within Webtime. Regardless of your submission process, all policies outlined below must be adhered to:

- Approved expenses must be submitted 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.
- Expenses are to be noted on your invoice as a separate line item, listed in order of date. Expense reports must be completed digitally (no hand-written expenses).
- You must send clear copies of the receipts in date order. ALL receipts must be received for payment to be processed and remitted.
- Please merge all receipts and the expense report into one PDF before submitting.

***I acknowledge that I have read, understand, and agree to the Payroll and Expense Policies defined above.***

SIGNATURE

DATE

PRINTED NAME