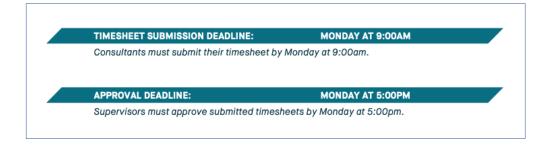# SOLOMON PAGE PAYROLL & EXPENSE PROCEDURES – W2

TIME SUBMISSION

As an hourly consultant, you are required to submit your time worked on a weekly basis into a timekeeping 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 SUBMISSION DEADLINE:	MONDAY AT 9:00AM
Consultants must submit their timesheet by Monday at 9:00am.	
APPROVAL DEADLINE:	MONDAY AT 5:00PM
Supervisors must approve submitted timesheets by Monday at 5:00pm.	

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 pay cycles are processed together, tax withholdings will increase. Overpaid taxes will be refunded at the end of the year via your tax return.

PAYROLL CALENDAR

Most hourly consultants get paid on a weekly basis. The payroll calendar PDF, which can be found on the Consultant Resources tab, provides important dates such as pay dates and timesheet deadlines.

GETTING PAID

Solomon Page 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.

VIEW YOUR PAYSTUB

Paystubs and W2s can be viewed through MyADP. You will receive an automatic email directly from ADP with your personal registration code. Please register for this service after you have received your first paycheck. Please make sure you register with Solomon Page, even if you have an existing ADP account.

I acknowledge that I have read, understand, and agree to the Solomon Page payroll policies and procedures as defined above.

SIGNATURE   DATE

PRINTED NAME