

SOLOMON PAGE PAYROLL PROCEDURES – W2

TIME SUBMISSION

As an hourly 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. You will receive an email from webtime@solomonpage.com with your credentials. 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 WEEKLY 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.

GETTING PAID

All 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

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.

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.

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

SIGNATURE

DATE

PRINTED NAME