



## **PAYROLL PROCEDURES**

Employees, Independent and 3<sup>rd</sup> party contractors are paid weekly. Payroll is typically run on Mondays (unless banks are closed due to holiday), and will be paid to you within two business days after payroll has been run. Your wages are calculated based on your hourly rate agreed upon signed agreement with Top Prospect Group.

In order to insure timely payment, please follow these procedures:

1. Complete a timesheet with the number of hours worked per day and have it signed by your designated supervisor or the Client contact. **A timesheet will not be paid without a client/supervisor signature.** You may find the blank timesheet to download at [www.topprospectgroup.com/candidate.html](http://www.topprospectgroup.com/candidate.html) at any time.
2. Forward completed timesheets signed by your supervisor to the attention of the **Payroll Administrator at Top Prospect Group, Inc., no later than Monday at 10am. Please scan and submit your timesheet**

**Via e-mail:** [accounting@topprospectgroup.com](mailto:accounting@topprospectgroup.com) (preferred and fastest method).  
**You can cc your recruiter**

Only if you cannot scan and send via email, you may send via fax or mail. Please note, you may not receive your wages in a timely fashion if you send through the mail as we cannot guarantee when we will receive it.

Via fax: Attn: Payroll Administrator Fax # 914.517.2853.

Via mail: Top Prospect Group  
1133 Westchester Avenue, Suite-S227, White Plains, NY 10604

3. Approved timesheets submitted by 10am on Monday will be processed for payment. Time sheets received after Monday at 10am cannot be processed until the following week. **Subcontractors must include an invoice with their timesheets.** Contact the Payroll Administrator for an invoice template if required.

Make sure timesheets are filled out as completely and accurately as possible to avoid any delay in payment. Incomplete, unsigned and/or incorrect timesheets and invoices will not be processed. We will do our best to notify you to rectify timesheet errors in time for payroll.

Payment will be transmitted by direct deposit into your account if you have completed and returned all paperwork with a voided check. It will take up to two weeks for the Direct Deposit to take effect.

4. **Payroll is issued directly from Paychex on Wednesdays for the previous week's pay, with the exception of federal holidays.** If Monday is a federal holiday, then payroll will be delayed by a day.

**Upon enrolling into Paychex, you will be able to access your pay stub information.** This includes gross pay, taxes, deductions, W2s, etc. which are automatically generated and accessible through [www.PaychexFlex.com](http://www.PaychexFlex.com) **Please keep this information in a secure place.**

If you have any additional questions or concerns involving Paychex, call technical support at 888.246.7500 from 8AM to 8PM.