

**H & H Staffing Services, Inc.**  
**Payroll Procedures**

1. All completed and signed timesheets are due to the H & H Staffing office by 12:00 noon on the Monday after the week worked. Should Monday be an H & H Staffing holiday, the time sheets must be submitted by Tuesday at noon.
2. H & H Staffing will not release payroll checks, direct deposit or mail payroll checks until the **original** completed timesheet, signed by both the customer and employee, is received in its office. Original timesheets are received in person, by mail, or in the office mail slot. On a case by case basis we allow use of certain clients' automated time sheets or faxed time sheets.
3. All information must be complete on the timesheet to ensure timely payment. This includes your name, customer name, Sunday week ending date, dates worked, respective times in and out, hours worked each day and weekly total rounded to quarter hours, your signature and customer's signature.
4. Normal payday is every Friday. On certain holidays, the normal payday may be changed as appropriate. Payroll checks are available to be picked up beginning each Friday morning for the previous week's work. We will be glad to mail your check each Thursday, provided you inform us to do so and your completed and signed time sheet has been received timely by H & H Staffing. We also have direct deposit available but you must complete our authorization form and provide a voided check to initiate the process. Direct deposits require up to 10 business days to initially set-up and are processed weekly with funds being available in the respective accounts each Friday.
5. You are responsible for your timesheet! Once you have delivered your timesheet to us correctly, we are responsible for processing it and providing your payroll check to you per your choice. We suggest you keep your copy of each timesheet until you have received your payroll check.
6. We will release your payroll check to someone other than you if you provide H & H Staffing with prior written authorization to do otherwise. Authorization should include your name, the name & relationship of person authorized to receive your check, and your signature with date.

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I have read and understand the payroll policies listed above. I further understand that if I deviate from such policies in any way without **prior** permission from H & H Staffing, my payroll check or direct deposit may be delayed at no fault of H & H Staffing.

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Name

Signature

Date

Please MAIL my paycheck to the address listed on my Application for Employment. I understand that H & H Staffing Services, Inc. holds no responsibility or liability for failure of my paycheck to be delivered through the USPS.

Please HOLD my paycheck in the H & H Staffing Services, Inc. office for pickup on Friday between the hours of 8am and 5pm. I understand that if the H & H Staffing Services, Inc. office is closed on a Friday due to a Holiday I will be responsible for making arrangements to pick up my paycheck on another day.

I will utilize Direct Deposit for my paycheck. I understand it will take up to 10 business days for Direct Deposit to be in effect. Until then, please  MAIL  HOLD my paycheck for pickup.