

GETTING PAID ON TIME

Be sure your completed and signed time sheet reaches us by Monday at 12:00pm. You may mail it, deliver it, or fax it to our office.

All checks for the prior week's work may be picked up on Tuesday from 8:30am to 6:00pm at our office. You must indicate on your timesheet whether you want your check held for pickup or mailed to you if you do not use other payroll options listed below.

Be sure to properly complete all required time sheet information, and please **write clearly**. If you have any questions, please do not hesitate to contact your Personnel Coordinator, and he/she will be more than happy to assist you.

PAY OPTIONS

Gainor offers a variety of paycheck options for your convenience in check cashing. Our goal is for you to get your pay quickly and without incurring any interruptions in your assignment. The following are your payroll options:

1. Pick up at the Gainor office. Bring in your original timesheet (check "HOLD" box on the timesheet).
2. Have check mailed to your home. We will mail your check as soon as we receive your timesheet (check "MAIL" box on the timesheet).
3. Sign up for direct deposit directly into your checking or savings account. Please ask your Personnel Coordinator for an application.