

TOBIN & ASSOCIATES

GENERAL INFORMATION:

Welcome to Tobin & Associates Payroll service. For the duration of this interim assignment Tobin & Associates is your legal employer of record. Our telephone number is (281) 376-3210. As a new employee of Tobin & Associates the following information may be helpful to insure that you receive your paychecks promptly.

PAYROLL PROCESSING:

Tobin & Associates processes payroll weekly. You will complete a timesheet for each week that you work. You and your client supervisor will sign the timesheet. After the week is completed you will fax or e-mail the timesheet to Tobin & Associates. The following Wednesday we will process your payroll. Payroll is a week behind the actual work. You will work one week and be paid the following Friday.

Friday is our designated payday with exception made for Friday's that fall on a holiday. In that event, the payday will occur on Thursday. In order to have paper paychecks and direct deposits reach you by Friday - we process payroll on Wednesday (**** – Fax or e-mail the timesheet to Tobin & Associates no later than 5:00p.m. on Tuesday so that we can process it on Wednesday). We will mail a paycheck or a direct deposit notice to the address you indicate on your Employee Contact Form. In January of next year we will mail you a form W-2 to be filed with your taxes.

- See the attached Payroll Processing Procedure
- See the attached Direct Deposit Procedure

EMPLOYEE INFORMATION:

- Please complete the attached Employee Contact Information Sheet and fax or e-mail it to Tobin & Associates at (281) 754-4584/tobinco@comcast.net
- Change of address – Please send an email or fax with your new information
- Changes to withholding - Please contact us by telephone, fax or email and we will send you a new W-4 form.

Please know that we sincerely look forward to working with you. If you have any questions, please contact me at 281-376-3210.

Sincerely,

Jim Tobin