

TOBIN & ASSOCIATES

PAYROLL PROCESSING -

Tobin & Associates processes payroll weekly. You must 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).
- In order to be paid, you must complete the attached -Tobin & Associates Employee Time Sheet for any week that you work. Also attached is a completed sample Timesheet.
- Please write clearly and complete the time sheet in full, including:
 - Your name -, telephone number - client company name - client company supervisor's name and telephone number- dates that you worked - the actual number of hours that you worked each day (to the nearest 1/4 hour) - week ending date - total Straight time and Overtime hours for the week - your signature and signature of the authorized client representative.
- Please check your addition to assure that the number of hours that you record each day add up to the total number of hours for the week.
- Remember, you must sign the time sheet and you must have the time sheet signed by an authorized client representative.
- *** Include your telephone number (work or cell) and your Client supervisor's telephone number. If we can't read your timesheet or we have a question we will call. If we can't contact you your pay may be delayed.
- After you have completed the time sheet and gotten it approved – Fax or e-mail the timesheet to Tobin & Associates no later than 5:00p.m., Tuesday following the last day of the pay period - fax it to
 - 281-754-4584
- Keep the original timesheet for your records. Give a copy of the time sheet to the authorized Client Supervisor.
- Payroll is processed on Wednesday in order to achieve a Friday pay date. All timesheets received after payroll is processed will be included in the following Wednesday's payroll.
- If you would like an MS WORD copy of the timesheet form - send an email to :
 - tobinco@comcast.net