

Payroll

Please forward the completed W-4 and I-9 forms along with documents to support the I-9 before your start date to Kim Brooks, our Office Manager at kbrooks@bfsassociates.com. The documents can either be a valid Passport or a Driver's License and SS Card or Birth Certificate. If you are not a US Citizen, a copy of your Green Card.

Timesheet Submittal

The timesheet needs to be filled out every week, have authorized and send back to Kim Brooks via email or fax by the end of the day on Friday. If for some reason you cannot get an authorized signature, please **SEND THE TIMESHEET BY THE END OF THE DAY ON FRIDAY** anyway, and follow up on Monday with the approved one. Please take a moment to recalculate your timesheet for accuracy before sending.

Paychecks

Checks will be direct deposit on Friday for the week before. You will need to register with ADP and put in your banking information. The instructions are below, but you will not be able to access ADP until you have called BFS confirming you arrived and we have put your payroll information into ADP.

ADP

Go to <https://workforcenow.adp.com>. It will ask you for a Registration Code, please enter BFS2-2015 and follow the instructions. Once registered, go into ADP Workforce Now to enter your banking information. Go to the Myself tab, Direct Deposit, click Add and fill in your information. If you want your entire check in one checking account check off Checking 1 and make sure you check off the box Full Deposit. If you are putting x amt. into a Savings and the remainder into a Checking, you must check off the box Full Deposit in the Checking even though you are putting a portion in your savings. **Please double and triple check your Bank Transit # and Acct. #** before processing. You will get a message that says it will take 1-2 payrolls to process, ignore this and click OK, we are overriding this. **Keep your username and password somewhere safe. This is your account to view your check stubs, etc.**

Earned Sick Time

Please read the Earned Sick Time policy.

You will accrue 1 hour of Earned Sick Time for every 30 hours worked and are eligible to use it once you have worked 90 days. You must submit the Authorization Form.