

## CORE MEDICAL GROUP PAYROLL GUIDELINES

### Payroll Schedule:

Core Medical Group has a weekly payroll cycle. You are paid on the Friday following the week that you worked.

### Deadline:

**Mondays @ 12:00 P.M. (EST) SHARP!!**

Your client approved timecard must be received by 12:00pm Monday (EST) for your check to be processed. Due to strict deadlines and time constraints imposed on us by our payroll provider and the Federal Reserve Bank, we ask for your cooperation in adhering to this deadline.

If there are any mitigating circumstances preventing you from submitting your timesheet on time, i.e., vacation day, illness, supervisor out, etc., you should contact your recruiter immediately at 800-995-2673 and we will make every effort to make other arrangements for you.

### Reporting Your Hours:

- Timesheets should be faxed to 888-631-8777. This is a toll free fax available 24/7
- All hours should be accurately recorded & added for the week
- You must sign your timecard
- You must have the client approve (sign) your timecard

**Confirming receipt of your fax:** Due to transmission errors that may occur, we suggest that you follow up with our payroll department to verify receipt of your fax. You may do this by calling 800-995-2673, EXT 1575, 1510 or 1573. Your call will only be returned if there was a problem receiving your timesheet. Please Note: It is your responsibility to follow up if you are relying on a third party (i.e., co-worker, supervisor) to fax your timesheet.

### Releasing Your Check:

No payroll check is released without a CLIENT APPROVED timecard. If you faxed your time card and it has been approved by the client your hours will be processed, pay date is Friday.

Remember...you must submit a separate time card for each week worked. Two weeks worth of hours CANNOT be combined into one time card.

### Direct Deposit:

We will need you to complete our direct deposit form as well as sending in a copy of your voided check. If we have these items prior to your first payroll check, you will have your check directly deposit into the account we have on file for you. Direct deposits funds should be available on Friday. The exact time of funds availability is dependent upon your banking institution.

### Global Cash Card:

If you have opted to receive your pay via Global Cash Card, we will need to have you complete the Global Cash Card authorization form. We will need an email from you to let us know where you would like the Global Cash Card sent.

#### Lost Check:

Through no fault of yours or ours, there have been instances where a paycheck is lost in the mail. In many cases, they have just been delayed and because of this we have instituted the following policy:

- We will wait five (5) business days from the date the check was mailed, to stop payment on a check. We then must wait an additional 24 hours before reissuing the check to ensure that the stop order is in place as required by our Bank.

#### Fees:

- Replacement checks – should you require a replacement check due to loss in the mail within 1-10 business days of issue, a \$25.00 will apply.
- If you ever require/request a wire transfer of money into your account, a fee might be charged to you by your banking institution.
- Should you require any of your checks FedEx'd the charges are \$25 for 2 day FedEx, \$50 for 1 day FedEx and \$75 for Saturday delivery.

#### Holidays and Payroll Processing:

In the case where the Core Medical Group corporate offices are closed on a Monday due to a holiday, the deadline for faxing your timesheet will be Tuesday at 11:00am EST. Your hours will still be processed and every effort will be made to ensure that your Direct Deposit is available to you on Friday. Depending upon your banking institution you may experience a delay in seeing monies post to your accounts, please check with your individual banking institution.

#### The Core Medical Group Corporate offices are closed on the following Holidays:

- New Years Day, Labor Day, Presidents Day, Columbus Day, Memorial Day, Thanksgiving Day + Day After Thanksgiving, July 4<sup>th</sup>, Christmas Day
- In the case of a Monday holiday that is NOT observed by Core Medical Group, the deadline for your timesheet is still on Monday by 12:00pm EST. If you are working at a facility that observes a holiday that CMG does not, you must make arrangements to fax your timesheet prior to Monday.

The following Holidays are NOT observed by Core Medical Group.

- Martin Luther King Day

Year End Tax Information: PLEASE! Remember to call us before the end of the year to let us know where to forward your tax statement. Otherwise, they will be forwarded to your last known check forwarding address that we have on file. Core Medical Group is not responsible for tax statements which are forwarded to unknown or unused addresses.