



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 ADP 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 **877-405-0793. 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 accounting department to verify receipt of your fax. You may do this by calling 800-995-2673, EXT 1560. 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 check will be mailed automatically on Wednesday. Your pay date is still Friday.

ANY requests to have a manual check cut after the payroll has been processed for the week will incur a charge of \$30.00 for special handling and processing charges.

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

There is a two (2) week "Pre-notification" requirement which must be met prior to actual funds being transferred. During this two (2) week period, you will be issued a payroll check while waiting for your banking information to be verified. This is a standard banking requirement.

Direct Deposit follows the same timecard rules regarding client authorization and deadlines. If you miss the timecard deadline a check will not be cut to replace the direct deposit. Direct Deposit funds should be available on Friday. The exact day and time of funds availability is dependent upon your banking institution.

Global Cash Card

If you opted to receive your pay via your Global Cash Card, there is no pre-note or authorization period. Your first paycheck will be available immediately on the Global Cash Card on Friday of the pay week.

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.
- If you cannot wait five (5) business days, unfortunately, you will be charged according to the fee section below.

Fees

- Replacement checks – should you require a replacement check due to loss in the mail within 1-10 business days of issue, a \$25 fee plus shipping will apply.
- Wire transfers – if you ever require/request a wire transfer of money into your account, a \$50 fee will apply
- FedEx charges – 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 check will still be mailed on Wednesday. Every effort will be made to ensure that your Direct Deposit is available to you on Friday but there may be circumstances beyond our control that result in delay. You may also 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
- Presidents Day
- Memorial Day
- July 4th
- Labor Day
- Columbus Day
- Thanksgiving Day + Day After Thanksgiving
- 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.