



970 Lake Carillon Drive, Suite 400
St. Petersburg, FL 33716
727-556-2812 or 1-800-741-6277

Fax: 1-800-668-7296

FAX PAYROLL INSTRUCTION SHEET

NOTE: All fax payrolls **must** include a cover sheet and client time sheet.

Cover Sheet: Include a completed cover sheet with every payroll you fax. This verifies the check date, total hours, total adjustments, and that we have received the entire transmission.

Client Timesheet: Use your time sheet for every faxed payroll. Mark the information in ink - a black felt tip pen transmits best. Pencil and red ink do not transmit. Also, photocopied time sheets seem to fax better. Write legibly and large enough to be easily read. Any information written on the time sheet will be input for that payroll only. Permanent changes should be submitted on an Employee Associate Change Form. Permanent deductions should be submitted on a Payroll Deduction Form. **Each pay period, the time sheet needs to be signed by an authorized payroll contact before we will process your payroll.** See the attached samples.

Salaried Employees

Write PAY or SALARY. If the amount to be paid this pay period differs from the regular amount, write the adjusted hours and dollars to be paid in the HOURS column.

Hourly Employees

Use the columns provided for regular and overtime hours. For "Special" hours, use the following abbreviations after the hours to pay:

V = Vacation

S = Sick

H = Holiday

M = Miscellaneous

If you use multiple rates of pay, use the following abbreviations preceding the hours to pay:

R1 = Rate 1 R2 = Rate 2 R3 = Rate 3

*****Note*****

Hours must be recorded for all hourly and non-exempt salaried employees.

Calculate Totals: Add all regular hours in the first column. This includes the "Special" hours described above. Place the total next to the Regular Hours box on the Payroll Cover Sheet. Add all overtime hours in the second column and place that total next to the Overtime Hours box on the Payroll Cover Sheet. Do the same for all columns where you made an entry. Do not add those figures that were pre-printed on the time sheet, such as regular adjustments. Unless you total the hours and adjustments, we cannot verify the accuracy of our entries. This is important in assuring quality control and an error-free payroll. Please use () to indicate negative numbers.

New Employees: Complete the New Employee Packet.

Manual Checks: If you wrote a manual check for an employee, fill out the Voucher Form so we can update our records and assure proper tax liability information. If you are voiding a check, please give employee name, check number and check date on the cover sheet under "Comments." See example included.

Terminations: Submit terminations immediately on the Employee Change/Termination form (PEO083). Remember that insurance coverage extends through the end of the month of termination. If you wish to collect any outstanding employee premiums for the remainder of the month, write the increased deduction on the Client Time Sheet under the appropriate adjustment column.



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PAYROLL COVER SHEET
Deliver Immediately

To: _____ From: _____ Client Number: _____
Phone: _____ Date: _____ Time: _____
Check Date: _____ Period-end Date: _____ Number of Checks: _____
Total Number of Pages (including cover): _____

COMMENTS:

CONTROL TOTALS

Regular Hours		ADJ _____	
Overtime Hours		ADJ _____	
Other Earnings I		ADJ _____	
Other Earnings II		ADJ _____	



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PAYROLL COVER SHEET
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****EXAMPLE****

To: Mary Smith From: Joe Doe Client Number: 555-1234
Phone: 904-555-1234 Date: 3/10/98 Time: 9:00 AM
Check Date: 04/01/98 Period-end Date: 03/31/98 Number of Checks: 52
Total Number of Pages (including cover): 10

COMMENTS:

Please void and reissue check #93152 for Jane Doe dated 3/15/98.

sample

CONTROL TOTALS

Regular Hours		ADJ _____	
Overtime Hours		ADJ _____	
Other Earnings I		ADJ _____	
Other Earnings II		ADJ _____	