



## PAYROLL PROCEDURES

We are excited to have you as our newest member of the Greene team! We know that one of the most important things to an employee is receiving a paycheck and we want to ensure that you are paid correctly and on time. In order for us to do this, there are certain procedures you will need to follow. We have outlined them in this document and would like you to take a moment to read through them, checking off the items as they are reviewed. Then, sign and return the original to your Greene Resources representative. Thanks for working with us.

- The work/pay period for Greene Resources is from Monday through Sunday.
- Timesheets must be filled out properly and faxed to **919-882-9411 no later than noon on Monday.**  
Proper completion of timesheets includes:
  - A. Obtain **legible** signature from client representative
  - B. Double check total hours worked are correct
  - C. Sign timesheet
- All live checks are available to be picked up from the Greene Resources office every Thursday after 2 p.m. if requested by 10 am Wednesday. Otherwise, checks will be mailed Wednesday afternoon. If your check is not picked up by close of business on Friday, it will be mailed to the address provided on your application.
- If a live check is mailed and not received, a manual check will be issued 5 days after check date. Otherwise, a \$10.00 cancellation fee will be charged.
- Direct deposit is available to all Greene Resources employees. In order to enroll in direct deposit, a form must be filled out and given to your Greene Resources representative along with a voided check. Direct deposit takes up to three pay periods to activate. Your first few paychecks will be live checks.
- Employees with direct deposit will receive a voided check by mail.
- Payday is every Friday following the week worked.

GREENE RESOURCES, INC.								Employee Time Sheet		
WEEK ENDING SUNDAY		GRI EMPLOYEE NO.		EMPLOYEE'S SSN REQUESTED		EMPLOYEE NAME LAST FIRST MIDDLE				
				XXX - XX -						
DAY	DATE	TIME START	TIME STOP	LESS LUNCH	REGULAR HOURS/MINUTES	OVERTIME HOURS/MINUTES	TOTAL HOURS / MINUTES			
MON	/	:	:	:	:	:				
TUE	/	:	:	:	:	:				
WED	/	:	:	:	:	:				
THU	/	:	:	:	:	:				
FRI	/	:	:	:	:	:				
SAT	/	:	:	:	:	:				
SUN	/	:	:	:	:	:				
RECORD TIME BY HOURS & MINUTES OVERTIME MUST HAVE POOR APPROVAL BY CUSTOMER.				TOTAL HOURS/MINUTES		B				
COMPANY NAME				DECIMAL EQUIVALENT		DECIMAL EQUIVALENT		DECIMAL EQUIVALENT		
								SUPERVISOR SIGNATURE/TITLE		
								A		

**AGREEMENT**  
SIGNATURE BINDS CLIENT TO HOURS AND AGREEMENT

The individual signing the time sheet certifies that, as an authorized representative of the Customer, the hours indicated above are correct, and that the services were performed satisfactorily. The services Greene Resources Inc. provides are made possible only through the expenditure of substantial sums for advertising, recruiting, testing, screening and training of our temporaries. In recognition of this investment, Customer agrees not to hire our employee represented by the social security number shown, while the employee is on assignment with the Customer or within 90 days from the end of the assignment, without first contacting Greene Resources Inc.'s local office and paying the hiring charge. Customer understands that Greene Resources Inc.'s insurance does not cover damage to or loss of use of Customer's machinery, equipment, materials, or motor vehicles caused by Greene Resources Inc. employees. Customer agrees that it shall not authorize or permit Greene Resources Inc. employees to operate machinery, equipment (other than normal office equipment), or motor vehicles in the course of the services performed without Greene Resources Inc.'s prior written consent. Customer further agrees that it shall not entrust Greene Resources Inc. employees with the care, custody, or control of cash, negotiables, or other valuables during the course of the services performed. Neither Greene Resources Inc. nor its employees shall be liable to Customer for damage to or loss of Customer's property caused by the services performed. Claims or demands made under Greene Resources Inc.'s Commercial Blanket Bond are not valid unless such claims are submitted in writing within 30 days after occurrence of the event giving rise to the claim or demand. Customer agrees to comply with all applicable laws, rules, regulations, and ordinances, including occupational safety and health laws and equal employment opportunity laws.

1 = ORIGINAL - WHITE; 2 = CUSTOMER COPY - YELLOW; 3 = EMPLOYEE COPY - PINK

By signing this document, I affirm that I understand Greene Resources' pay cycle and the specific procedures I need to follow in order to guarantee receiving a check on time. I also understand that failure to follow these procedures will result in a delayed pay cycle. I have received instructions on how to properly fill out a timesheet. I understand that it is my responsibility to deliver a completed timesheet on time.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_