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PAYCHECK PROTOCOL

Sign your name legibly to a standard procedure for your paycheck. No exceptions unless your director handles the change and another form is filled out with your signature.

1. I wish to have my paycheck mailed to me every pay period. (Allow 5 days to receive your check before calling SMC concerned.)
2. I wish to pick up my paycheck MYSELF each payday, no guarantee it will be ready before 2:00 P.M. If you have someone else pick it up for you, a note signed and dated by you must accompany this person. A picture I.D. is required for everyone at time of pick up. If not picked up by 5:00 P.M. on Friday, paycheck will be mailed that Monday afternoon. Then allow 5 days for delivery before calling SMC.
3. I wish to have my paycheck picked up by _____ every payday, leaving the responsibility to them to deliver it to me once it has left the SMC office.
4. I will submit the form, completely filled out, and a copy of my check for direct deposit. If you choose this option, your pay will not be reflected in your account until the following Monday because of the bank delays..
Note: I wish for my first paycheck to be (circle one): mailed picked up at SMC

I choose option _____ on the date of _____

Sign: _____

*** Please do not call the SMC office asking if checks are ready until after 2:00 P.M. on payday. As soon as checks are ready, they are dispersed according to these forms. Because checks require two signatures, it may change from payday to payday.

If there is a problem with hours worked and paid for, call your supervisor immediately.

To update tax information, address changes, or if you have not received your check after 5 days from payday:
Call Patti at SMC 756-5239

NOTE: Time sheets are picked up at all facilities by the SMC courier at 7:30 A.M. every other Monday. If your time sheets are not available then, look for your hours on the next period. You will be terminated for writing hours not worked so do not write in hours before actually working them. Your supervisors look over them first and coordinate with other tech's hours and the answering service check in and check out times.