



Payroll Set up Form

Please carefully select your initial payroll schedule. We can pay your employees according to your current payroll schedule or any schedule you decide. The following is an example of a weekly submission process.

Example: Bi- Weekly Pay cycle runs 2 weeks, from Monday, January 1st to Sunday, January 14th. The payroll is submitted Tuesday, January 16th. The payroll will be processed Wednesday, January 17th. The invoice will be paid by ACH on Thursday, January 18th and the employees will receive their Direct Deposits on Friday, January 19th.

2
0
1
8

January							February							March							April						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7				1	2	3	4	5	6	7	8	9	10	11							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30	31	16	17	18	19	20	21	22	
29	30	31	26	27	28															23	24	25	26	27	28	29	
																										30	

May							June							July							August									
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun			
	1	2	3	4	5	6				1	2	3							1				1	2	3	4	5			
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12			
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	30	31	27	28	29	30	31							

September							October							November							December							
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
					1	2	1	2	3	4	5	6	7				1	2	3	4							1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	24	25	26	27	28	29	30
																									31			

Company _____ Contact _____

Email _____ Phone _____ Fax _____

Payroll Cycle Begins _____ Payroll Cycle Ends _____

Payroll submission Due _____

Invoice ACH Payment Due _____

Employee Pay Date _____

Employee payment methods: Direct Deposit Live Checks: Fed Ex Delivery

Payroll submission type: Internet by Client Emailed Timesheet Faxed Timesheet

Invoice payment: ACH (Electronic transfer after Client approves Invoice)

Employee Payroll Deductions: Health benefits Aflac 401K Garnishments Other