

EMPLOYEE PACKET / INFORMATION SUBMISSIONS

Do's and Don'ts to ensure a smooth payroll processing.

DO...

- ***Instruct your employees to complete this packet in full.*** We cannot use incomplete employee forms.
- ***Instruct employees to type all information so it can be read easily.*** If we cannot read it, we cannot use it.
- ***Review packets before sending them to us.*** sometimes employees forget to fill items in. Also ensure that photos of identification are clear and not blurry.
- ***Return the packet 2-3 business days before payroll processing*** to ensure a smooth payroll.
- ***Return the packet in one PDF file.*** This keeps information unified and organized. We are not responsible for missing information resulting from disorganized submissions.
- ***Send the packet and employee identification*** in one email, not multiple emails.

DO NOT...

- ***Send employee packets the day of payroll processing.*** Adding a new employee takes time, and we process many payrolls in a day. Any information sent to us on processing day will not be included until the following pay period.
- ***Fill the packet out for your employees.*** By law you may not fill in your employee's forms or advise them on how to fill them in. we have included links on the employee packet PDF to the instructions for filling the forms out, or they can talk to their tax professional for advice.
- ***Add information to the packet.*** What we need is already present - Worksheets and additional items do not need to be sent. The information should have been filled out on the employees forms.
- ***Remove any information from the packet.*** We need all of the items in there!