



Payroll Information

It is the Employee's responsibility to submit a report of their time worked every week by 10am CST every Monday for the hours worked the previous work week. Unless otherwise instructed by the Employee's recruiter, the Employee is to submit a report of time to the Company. This can be emailed to: payroll@ampstaffing.com – and must be a clear, legible copy in order to be processed.

Time not received by 10am on Monday may result in a delay in compensation up to the next weekly payroll period.

Missed punches will not be paid until corrected. It is the Employee's responsibility to make sure that hours submitted **MUST** match the hours reported by the Client. The Employee may elect to submit a print-out from the clock in system used, or a clear and legible picture of the screen to include: all in and out times and total hours worked for the specified work week.

Stipends and payroll are processed every Wednesday (unless a holiday falls on the day listed). The Employee must be set up for direct deposit to be paid. If a holiday falls on a Wednesday, payroll will be processed the next business day.

The Employee is required to comply with any timekeeping policies as outlined by the Client facility to which they are assigned, including any changes or updates to the timekeeping policies of the Client facility. It is the Employee's responsibility to understand and comply with applicable Client facility timekeeping procedures.

Your recruiter may send additional payroll and time reporting instruction details pertaining to your specific assignment.