



Payroll Procedures

TIMECARDS

TIMECARDS MUST BE TURNED IN ON A WEEKLY BASIS. TIMECARDS COVER ONE WORKWEEK, BEGINNING AT 12:01 AM MONDAY AND ENDING AT MIDNIGHT ON THE FOLLOWING SUNDAY.

TOTAL HOURS WORKED MUST BE WRITTEN IN DECIMAL FORMAT AND ROUNDED UP OR DOWN TO THE NEAREST QUARTER HOUR (I.E., 15 MINUTES=.25, 30 MINUTES=.50, 45 MINUTES=.75). DAYS THAT YOU DO NOT REPORT TO WORK SHOULD BE APPROPRIATELY NOTED ON YOUR TIMECARD.

INDIVIDUALS ARE RESPONSIBLE FOR ACCURATELY COMPLETING THEIR TIMECARDS. FALSIFYING A TIMECARD CAN LEAD TO DISCIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION FROM AN ASSIGNMENT. INDIVIDUALS ARE NOT PERMITTED TO COMPLETE ANOTHER PERSON'S TIMECARD.

ALL TIMECARDS MUST BE COMPLETED AND APPROVED BY YOUR SUPERVISOR BEFORE BEING PROCESSED AND MUST ARRIVE IN OUR OFFICE BY 12 NOON EACH MONDAY TO ENDURE YOUR PAYCHECK IS PROCESSED AND AVAILABLE ON THURSDAY OF THAT WEEK. MANUAL TIMECARDS CAN BE SENT BY FACSIMILE TO 212-430-6301, EMAILED TO INFO@TOWERLS.COM OR HAND-DELIVERED TO OUR OFFICE.

IF OUR OFFICE IS CLOSED ON A MONDAY, TIMECARDS WILL BE DUE ON TUESDAY BY 12 NOON. INDIVIDUALS WILL BE NOTIFIED AS TO ANY CHANGES REGARDING WHEN TIMECARDS ARE DUE IF OUR OFFICE IS CLOSED BECAUSE OF A HOLIDAY OR FOR ANOTHER REASON.

EXPENSE REIMBURSEMENT

IF YOU ARE ELIGIBLE FOR REIMBURSEMENT OF TRANSPORTATION, MEALS OR LODGING, A SIGNED EXPENSE REPORT, ALONG WITH RECEIPTS, MUST BE SUBMITTED TO TOWER LEGAL BY 12 NOON ON MONDAY. EXPENSE REPORTS CAN BE SENT BY FACSIMILE TO 212-430-6301, EMAILED TO INFO@TOWERLS.COM OR HAND-DELIVERED TO OUR OFFICE. EXPENSES WILL NOT BE REIMBURSED UNLESS THEY ARE FOR A VALID BUSINESS PURPOSE AND CONSISTENT WITH THE CLIENT'S REIMBURSEMENT POLICIES.

PAY PROCEDURES

PAYCHECKS ARE AVAILABLE WEEKLY ON THURSDAY FOR WORK PERFORMED MONDAY THROUGH SUNDAY OF THE PREVIOUS WEEK. DURING HOLIDAY WEEKS, PAYCHECKS MAY BE AVAILABLE ON WEDNESDAY. INDIVIDUALS WILL BE NOTIFIED AS TO ANY CHANGES REGARDING WHEN PAYCHECKS WILL BE AVAILABLE IF OUR OFFICE IS CLOSED BECAUSE OF A HOLIDAY OR FOR ANOTHER REASON.

PAYCHECKS CAN BE DIRECT DEPOSITED, MAILED OR PICKED UP AT TOWER LEGAL OFFICES ON THURSDAY OF EACH WEEK. PLEASE INDICATE ON YOUR TIMECARD WHETHER YOU WANT YOUR PAYCHECK MAILED OR HELD AT OUR OFFICE. PAYCHECKS NOT BEING HELD FOR PICK UP AND DIRECT DEPOSIT VOUCHERS WILL BE MAILED TO YOUR HOME ADDRESS BY THE END OF BUSINESS ON WEDNESDAY.

DIRECT DEPOSIT

IF YOU WOULD LIKE YOUR PAYCHECK DIRECTLY DEPOSITED INTO YOUR CHECKING AND/OR SAVINGS ACCOUNT, YOU MUST COMPLETE A DIRECT DEPOSIT AUTHORIZATION FORM AND PROVIDE A VOIDED CHECK OR DEPOSIT SLIP TO TOWER LEGAL'S HUMAN RESOURCES DEPARTMENT. PLEASE ALLOW UP TO TWO (2) WEEKS FOR VERIFICATION BEFORE DIRECT DEPOSIT BEGINS.



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IF YOU HAVE YOUR PAYCHECK DIRECTLY DEPOSITED, YOUR PAY WILL BE DEPOSITED INTO YOUR ACCOUNT ON THURSDAYS AND SHOULD BE AVAILABLE THE SAME DAY, DEPENDING UPON YOUR BANK. YOU WILL RECEIVE A DIRECT DEPOSIT VOUCHER IN LIEU OF A PAYCHECK.

LOST OR STOLEN PAYCHECKS

IF YOUR PAYCHECK IS LOST OR STOLEN, YOU SHOULD IMMEDIATELY NOTIFY TOWER LEGAL'S HUMAN RESOURCES DEPARTMENT. TOWER LEGAL WILL ATTEMPT TO PUT A STOP PAYMENT NOTICE ON YOUR PAYCHECK. IF WE ARE ABLE TO DO SO, YOU WILL BE ISSUED ANOTHER PAYCHECK. HOWEVER, IF YOUR PAYCHECK HAS ALREADY BEEN CASHED, IN THE ABSENCE OF SOME FAULT OR NEGLIGENCE BY TOWER LEGAL, TOWER LEGAL IS NOT RESPONSIBLE FOR ANY MONETARY LOSS YOU MAY INCUR.

PAYCHECK ERRORS

PLEASE REVIEW YOUR PAYCHECK FOR ERRORS. IF YOU FIND ANY MISTAKE, WHETHER FOR TOO MUCH OR TOO LITTLE COMPENSATION, YOU SHOULD IMMEDIATELY REPORT IT TO TOWER LEGAL'S HUMAN RESOURCES DEPARTMENT SO THAT THE MISTAKE CAN BE CORRECTED AS SOON AS POSSIBLE.