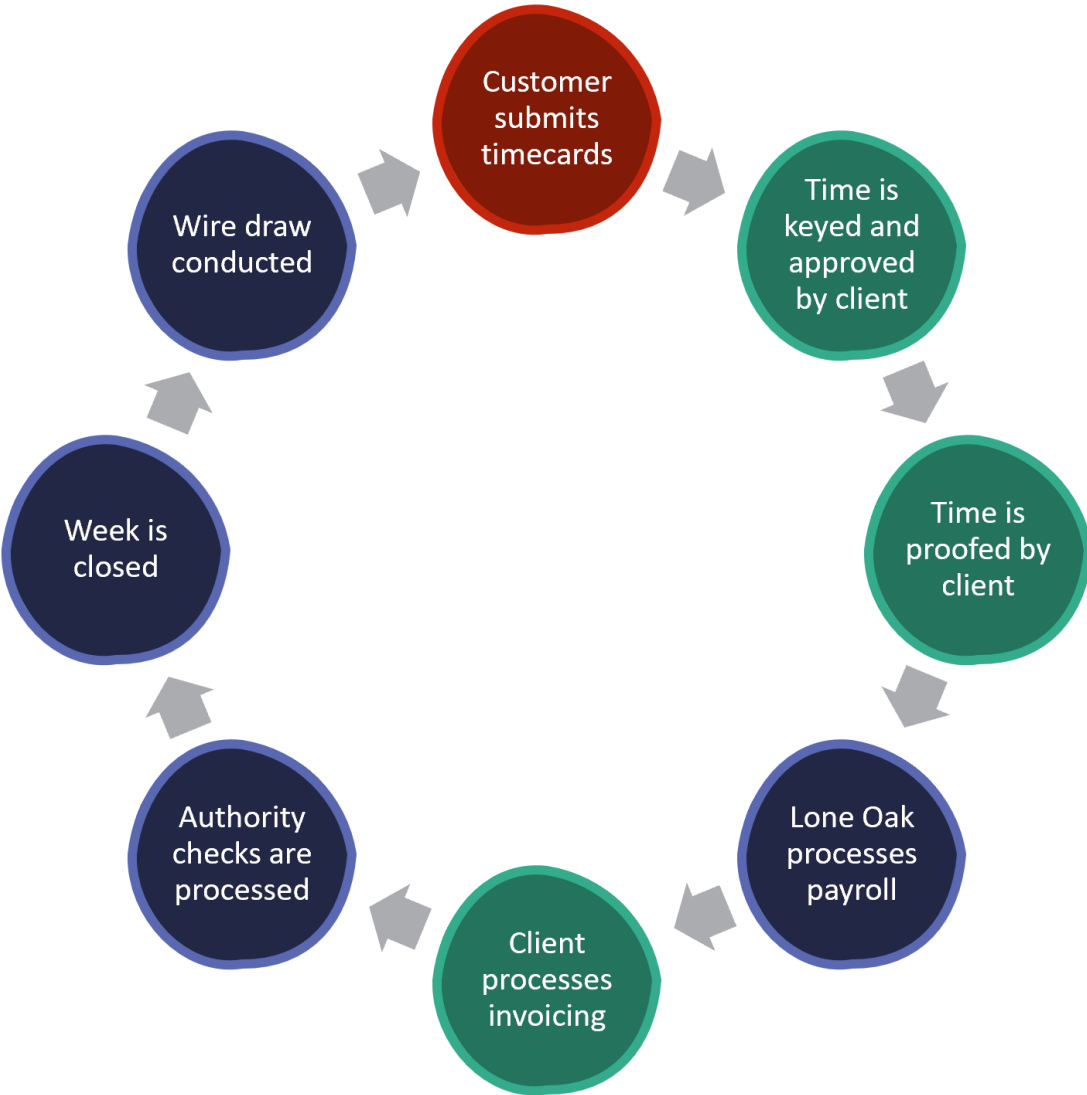




What to Expect for Your Payroll Week With a Wednesday Check Date



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Overview:







Process and Deadlines:

	By Monday Close of Business
	You have entered all time, proofed all timecards, and notified LOP (by emailing paperlessprocessor@tempworks.com) that payroll is ready to be processed

	You are now able to begin invoicing!
	LOP pays all available transactions and posts payroll

	By Tuesday at 11:00 AM
	LOP closes the week

	By Tuesday at 1:00 PM
	Wire is received from you for funds owed to LOP for Payroll to ensure timely delivery of checks
	<p>LOP then releases payroll to employees following receipt of funds</p> <ul style="list-style-type: none"> • EPay Checks are delivered via ACH • Live Checks are sent via FedEx overnight delivery to delivery address
	You may run Wire Statement Summary and Wire Amount by EINC reports to review wire details following completion of the wire draw

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