Payroll and Reimbursement Process

Payroll

- Recorded hours from **Sunday to Saturday**, including overnight shifts on Saturday, of the previous week will be included in each week's payroll.
- Payroll is run on Wednesday of each week. Hours and **corrections must be submitted by Monday** to be processed on that week's run for the prior work week.
- It usually takes one to two business days for a direct deposit to be deposited in your account.
- When you are hired, you will be given access to the payroll system with your hours for each week, and your paystub info.

Reviewing and Correcting Hours

- **It is your responsibility** to review your time card in Paycom and submit punch edits or punch changes if corrections are needed.
- Corrections should be made by MONDAY for the week prior in order to be included in the current week's payroll. Corrections made after Monday will be included on the following week's payroll.
- Whenever possible, punch edit or punch changes should be done in the Paycom app, this is the quickest way to get the changes made. Follow these Paycom instructions for how to clock in and how to submit punch edits/changes.
- If you have problems with your timecard or Paycom, email payroll@highrocksecurity.com

Direct Deposit and Banking Information

- It is your responsibility to maintain current banking information for your direct deposit in Paycom.
- You can change your bank account in Paycom at any time, follow these instructions to update your direct deposit details. Bank information must be up to date by Monday for the current payroll week.
- If your bank account information is incorrect when payroll runs, it will usually take several weeks for us to receive the bank rejection notice. We will issue a new payment **after** the rejection notice is received. To avoid this delay, keep your banking information up to date.

Reimbursements

- Expense reimbursements require pre-approval by HRS Management. Reimbursements should be expected only when pre-approval is obtained.
- **Reimbursements must be submitted and approved by Monday** to be paid on that week's payroll. Reimbursements submitted and approved after Monday will be paid on the next scheduled payroll.
- Reimbursement requests are to be made immediately after an event, and must be submitted within 30 days of the event at the latest.
- Submit reimbursements and receipts through this form: Reimbursement Request Form
- See the Driving and Mileage Policy for mileage pay information.

Contact for questions:
payroll@highrocksecurity.com