

## Direct Deposit Guidelines

**For your convenience, we offer direct deposit to all our employees as an additional payment option. Please review the information below to determine if direct deposit is right for you.**

- There will be a one week delay before direct deposit may be processed. Your first check after signing up for direct deposit will be mailed, or you may pick it up at our office.
- You must submit your hours by Monday at 10:00am and have your time card approved by the client by Monday at 12:00pm. It is your responsibility to make sure timesheets are received and approved in a timely manner.
- If we receive your hours, but do not receive approval from the client by 12:00pm, we will process a paper check for your time worked that week.
- You must select “Direct Deposit” on your time card, or write in “Direct Deposit” if using the online time card reporting, every week. If “Direct Deposit” is not indicated you will receive a paper check for the week.
- If you’ve had direct deposit set up with Pro Tem Service in the past, please inform us if there have been any changes to your bank account since your last assignment.
- You must fill out a new Direct Deposit Agreement Form to change your bank information or to be deleted from the program.
- We will e-mail a check stub and important payroll announcements to the e-mail address given on the Direct Deposit Agreement Form, for your records.
- Direct Deposit payments will likely be available on Wednesday, unless there is a delay due to a bank holiday.
- Please verify that your funds have been received before using them, Pro Tem Service will not be responsible for overdrafts on your account.

**\*\*While most financial institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. Some institutions post funds in the afternoon instead of the morning. It is strongly recommended that you check with your financial institution to determine when your funds will be available.\*\***