



1205 Manor Drive Suite 201 Mechanicsburg, PA 17055 717 766 1777 1 866 3 paysmart fax 717 307 3159

In our effort to process payrolls as efficiently as possible, we would like to remind you of the following guidelines:

1. **Payrolls received before 3:00 PM will be processed the same day.**
2. **Any payrolls received after 3:00 PM will not be processed until the next day.**

FOR PAYROLLS THAT WILL BE DELIVERED VIA PRIVATE CARRIER

1. Payrolls received before **3:00 pm** will be processed that day and delivered the next day via private carrier.
For example: If a payroll is received Wednesday before 3 pm, it will be processed Wednesday and processed for delivery on Wednesday by the end of business day (5pm).
2. Payrolls received after **3:00 pm** will be processed the next day and delivered the day after.
For example: If a payroll is received Wednesday after 3 pm, it will be processed Thursday and delivered on Friday.

FOR PAYROLLS THAT WILL BE MAILED US POSTAL SERVICE

1. Payrolls received before **3:00 pm** will be processed and mailed by 5:00 pm the same day.
2. Payrolls received after **3:00 pm** will be processed and mailed the following day.

FOR PAYROLLS THAT WILL BE PICKED UP AT OUR OFFICE

1. Payrolls must be received no later than **12:00 pm** (noon) so that we can have your payroll ready for pick up after 3:00 pm.

FOR AUTOMATIC PAYROLLS

1. Please make any changes to your payroll the Friday before your pay date (7 days in advance). These payrolls are processed earlier than normal, so we need to have the changes early.
2. If your payroll does not change, we can prepare your payroll without notification.

Your payroll can be sent to us in the following manner:

- a) Fax your payroll to (717) 307-3159 before **3:00 pm**.
- b) Call us with your hours for payroll and any changes that have occurred (i.e. new employees, terminated employees, new pay rates, etc) by 3pm.
- c) Email your hours to paysmart@giftassoc.com by 3pm.

******On all payrolls we ask that you TOTAL your employee payroll *ex*: all hours that were worked, all other \$, or holiday hours, vacation hours, or salary people, as this serves as a double check. If for some reason our total does not match your total we will call to verify the reason for the discrepancy.**

We appreciate your cooperation in following our guidelines to ensure the payrolls continue on schedule. If you have any questions, please feel free to contact us in the Payroll Department at (717)766-1777.

PLEASE NOTE THAT PAYSMART WILL BE CLOSED ON THE FOLLOWING HOLIDAYS:

- ? New Year's Day
- ? Good Friday
- ? Memorial Day
- ? Independence Day
- ? Labor Day
- ? Thanksgiving Day & Day after
- ? Christmas Day

Please plan your payroll reporting appropriately. Feel free to contact us to discuss your options as these dates approach.