

SUMMER EMPLOYMENT

EMPLOYEE NAME: _____

POSITION HELD: _____

RATE OF PAY: _____

SUPERVISOR NAME: _____

IMPORTANT NOTES REGARDING PAYROLL
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TIMESHEET'S SHOULD BE TURNED IN TO THE HR/PAYROLL OFFICE IN THE STROM THURMOND CENTER NO LATER THAN 10:00 AM ON THE MONDAY BEFORE THE PAY DATE, THE PAYDATES ARE LISTED ON YOUR TIMESHEET.

IF THE EMPLOYEE AND SUPERVISOR SIGNATURES ARE NOT INCLUDED ON THE TIMESHEET THE HR/PAYROLL OFFICE WILL HOLD THE PAYCHECK UNTIL WE RECEIVE THE MISSING SIGNATURE.

WE WILL NOT ISSUE A PAYCHECK UNLESS WE HAVE COMPLETE I-9 DOCUMENTATION (SOCIAL SECURITY CARD, DRIVERS LICENSE, ETC.)

PAY CHECKS WILL BE AVAILABLE FOR PICK UP ON THE PAY DATES LISTED ON YOUR TIMESHEET FROM THE CASHIER WINDOW IN THE STROM THURMOND CENTER BETWEEN 9:00AM AND 5:00PM. YOU MUST PRESENT A PHOTO ID TO RECEIVE YOUR PAYCHECK.

I understand the above and will make sure I have turned in the required documents to receive my paychecks. I also understand that it is my responsibility to make sure my timesheet is signed and turned in on time to the HR/Payroll Office to ensure I receive my paycheck on the pay dates listed on the timesheet.

Employee Signature

Date