

Building Relationships

Client focused. Solution oriented.



Protect your business; *Simplify life.*

Working with us is easy.

Deadline for submitting payroll - 9 AM.
Anything submitted after 9 AM is not sent to processing until the following day.

Payroll turnaround time 24-48 hours
after it's sent to processing

Payroll pickup- after 2PM.

Direct deposit payrolls must be submitted before 9 AM two business days before the check date. For example, if you pay on Monday, you must submit your payroll by Thursday 9AM. If not, you may be charged a fee or your deposit may not be posted on time.

Payroll submission options

You may fax your payroll, call in your payroll hours, drop off your time sheets or e-mail your hours (in time sheet order) or input the hours using Paymaster Online service. You must use the mandatory time sheet provided by Paymaster to submit hours.

Payroll changes

Please submit any changes on the time sheet at the time of payroll submission.

Billing cycle

You will receive an invoice with each payroll. Please keep these invoices for your records. Statements are mailed on the 5th of each month and reflect the total amount due. The billing cycle runs from the 6th to the 5th each month.

Arrange for automatic payment

We can arrange to have your invoiced amount automatically deducted from your account. Contact us to get this started.

Available services

Payroll | Benefit Administration

Paymaster Online
Retirement Plans | 401 K
Health Reimbursement
Health Savings Accounts
Individual | Group Health Insurance
Group Dental | Vision
Group Life | Disability

Human Resource Solutions

Paymaster Employee Services
HR Answer Link
Time | Attendance
Section 125

Office Hours

Monday—Friday 8-4:30

We observe the following holidays

New Years Eve-New Years Day
Friday or Monday after April 15th
Memorial Day
July 4th
Labor Day
Thanksgiving and following Friday
Christmas Eve-Christmas Day



Paymaster *Payroll*

www.getpaymasterpayroll.net

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