



PAYROLL PROCEDURES FOR ONLINE TIMESHEETS

Please login to your account from the Employee Login button at our website, www.employcore.com, or go to this link https://employcore.securedportals.com/portal/employee_login.aspx to fill out your timesheet. If you have not setup an account yet, select "Create Account" from the link.

You are paid by submitting timesheets on a weekly basis. Core's pay period is Monday through Sunday and payday is Wednesday of the following week. Timesheets must be filled out completely and accurately. If you are assigned to more than one position in a week, a separate timesheet must be submitted for each assignment.

All employees must have their timesheet submitted by **12 pm on Tuesday** and all supervisors must approve time no later than **10 am on Wednesday**. Any timesheet submitted and approved after the cut off will be paid the following week.

Timesheets for the current work week will be available for you to input your hours starting on Wednesday after 1PM.

You will receive an email when your timesheet is approved by supervisor. If you do not receive an approval email by Tuesday morning, please contact your supervisor.

ONLINE TIMESHEET ENTRY

- Once logged in, from the Timesheet menu choose "Enter Time".
- Click on the appropriate assignment to open the timesheet.
- Enter the In/Out times for the day including meal period/unpaid time. *You must use A for AM and P for PM, e.g. In 8A, Out 12P, In 1P, Out 5P.* If there is no break, enter out time in "out" column right next to "in" column. Do not skip columns.
- You must "SAVE TIMESHEET" before leaving the page if you want to come back at a later time to complete your timesheet.
- Click "SUBMIT TIMESHEET" when completed hours for the entire week are entered. Please only click "SUBMIT TIMESHEET" once or it will send multiple copies of the timesheet to your supervisor.
- If you are adding comments in the comment section, you must click "SAVE COMMENTS" before submitting your timesheet. "SAVE TIMESHEET" will not save your comments.

If your address, phone number, name or other pertinent information changes, please contact our payroll department immediately.

PAYMENT PROCEDURES

- Checks will be mailed on Wednesday afternoons.
- Direct Deposit will be deposited into your account on Thursday mornings.
- If you have any questions, our payroll department can be contacted Monday – Friday, 9:00am to 5:00pm.

Office Location

463 Seventh Avenue, Suite 1800
New York, NY 10018

Payroll E-Mail: payroll@employcore.com

Payroll Phone #: (212) 766-1222