



2437 Commercial Blvd., Suite 5 • State College, PA 16801  
 814.238.3750 • Fax: 814.238.3980 • www.thehrofficeinc.com

## How You Are Paid

Our pay week is from Sunday to Saturday with payday scheduled on the following Friday. Complete your time card as you work and the last day of the week you are working for an employer, have your supervisor or authorized person sign your time card. **Time cards can be downloaded from our website, [www.thehrofficeinc.com](http://www.thehrofficeinc.com), under the Employees' tab.** See example timecard below.

In order to receive your pay on the Friday following the end of your work week, your time card must be received by The HR Office, Inc., by 12:00 noon on the previous Monday. In the event that your time card is not received by The HR Office, Inc. by the Monday following your work week, your pay will be processed based upon the date that we receive your time card. There are several ways you can turn in your time card:

- Fax – 814-238-3980
- E-mail – [lraylor@thehrofficeinc.com](mailto:lraylor@thehrofficeinc.com)
- Drop off at The HR Office. (If it is after hours, there is a mailbox located to the right of our door)

Direct Deposits will be credited to your bank account sometime on Friday. Each bank has different times of the day that they post.

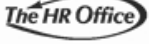
The following taxes will be withheld from your check: **Federal Income Tax, PA State Tax, Local Tax, Social Security, Medicare, PA Unemployment Tax, and Local Services Tax (LST)**

The LST is a local tax required to be withheld from employees working for employers located in State College Borough and College, Ferguson and Patton Townships. The total amount of the tax is \$52.00 per year. This tax will be withheld from your earnings at the rate of \$1.00/week unless:

1. You are able to claim exemption from the \$47.00 portion of the tax. (To qualify for this exemption, you must have a prior year's history of earnings less than \$12,000 in College Township Municipality and file the appropriate forms.\*\*)
2. You would like to claim The HR Office, Inc. as a Secondary Employer. If so, you must file an "Employee Statement To Secondary Employers".\*\*

\*\* LST Forms are available upon request.

HRO Time Sheet DUE BY MONDAY BEFORE 12:00 NOON

<b>The HR Office, Inc.</b>								<b>EMPLOYEE NOTICE:</b> Please fill in this time card completely. Leave a copy with your supervisor who signs to verify hours. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify your HR Office Supervisor of the completion of any assignment will be considered job abandonment, and unemployment benefits may be denied.		
Name _____								I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME CARD.		
Last Four Digits of Social Security Number _____								Employee Signature: _____ Date: _____		
Client Company Name _____					Week Ending Date Saturday, _____					
DAY/DATE	TIME IN	Lunch Out	Lunch In	TIME OUT	Regular Time	Overtime	Double Time	<b>CLIENT NOTICE AND VERIFICATION:</b> The undersigned, as agent for the client company, certifies that The HR Office temporary associate named herein worked acceptably during the period noted on this form. The undersigned also acknowledges and accepts the terms below: The HR Office establishes wages and benefits for employees. The client acknowledges that it will not hire the HR Office employee without the consent of The HR Office, and if the employee is hired the client agrees to pay a placement fee. The client agrees to provide a safe work place and employees of The HR Office will not be asked to lift objects greater than 50 pounds, climb ladders or scaffolding or to operate machinery, including automobiles, on company business.		
SUN										
MON										
TUE										
WED										
THUR										
FRI										
SAT								Authorized Signature _____		
<b>ENTER WEEKLY TOTALS (Round to nearest quarter hour)</b>					Regular Time	Overtime	Double Time	Title _____ Date _____		

SAMPLE

Employee, please fax, email, mail or drop off the completed time sheet to: The HR Office, Inc. 2437 Commercial Blvd., Suite 5, State College, PA 16801.  
 Call 238-3750 with questions. Fax: 238-3980.

Employee