



How You Are Paid

Our pay week is from Sunday to Saturday with payday scheduled on the following Thursday. 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, under the Employees tab.

In order to receive your pay on the Thursday 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 – lraynor@thehrofficeinc.com
- Hand deliver to The HR Office. (If it is after hours, your time card will slide under the door.)
- Mail – If you choose to mail your time card, it may not reach us by Monday at noon.

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

Pay checks are generally mailed from our office on Wednesday and should be received by the following Monday. If your check gets lost in the mail, you must wait one week before we will reissue it unless you would like to pay the stop-payment fee of \$35.00 on the lost check. You do have the option of having us hold your check here in the office for you to pick up on Thursday.

The following taxes will be withheld from your check:

- Federal Income Tax
- PA State Tax
- Local Tax
- Social Security
- Medicare
- PA Unemployment Tax
- 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.