



Payroll Information

- ❖ The HR Office pay week runs from Sunday through Saturday.
- ❖ Payday is on Friday each week.
- ❖ Checks are available for pickup in our office, 8:00 a.m. – 5:00 p.m. on Friday's.

Online Timecard Directions

- All time worked is to be submitted using our online timesheet system. (See Quick Guides)
- All time must be submitted by Monday at 9:00 a.m. following the week you worked.
- Timesheets are removed after 9:00 a.m. each Monday.
- The current week's timesheets are posted after 2:00 p.m. each Tuesday
- The first time using the online timesheet system you will need to create a login and password. If you have a mobile/tablet, call our office to set up a login and password.
- A computer will be available in our office for you to use during regular business hours of Monday – Friday 8:00 a.m. – 5:00 p.m.
- Once your time is entered and SUBMITTED, an email will be sent to your supervisor for them to approve the time. You will receive an email confirming it has been submitted.
- When the supervisor approves the time, it will be forwarded to our office for payroll.
- Check your email for timesheet approvals and/or rejections. If rejected, correct and submit again.

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)**

Paid Time Off Policy

- Along with your pay, you will earn Paid-Time-Off based on your weeks and then hours worked.
- Our full Paid Time Off Policy can be found on our website under HRO Employee Forms or in our office.

Local Services Tax

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".

** ALL payroll forms are available at www.TheHROfficeinc.com – Employee Forms
PAYROLL QUESTIONS? – Contact Lucinda Raynor @ LRaynor@thehrofficeinc.com or 814-238-3750

Quick Guide Timesheet Instructions for PC

www.thehrofficeinc.com → **EMPLOYEE ONLINE TIMESHEETS**

- Enter your User Name and Password and Click Login

Username _____
 Password _____



- Click on Enter Time

Please select on of the following options to access your employee information:

Timesheets

Enter Time

Reports

Checks

Tax Forms

The HR Office • 2437 Commercial Boulevard Suite 1 • State College PA, 16801 • 814-238-3750 •

- Click on your assignment

Home
Timesheets
Reports
Checks
Tax Forms

Below is a list of open timesheets for your assignments. To view the timesheet and enter your work hours, click anywhere on the row.

Timesheets From to

| WEEK ENDING | CUSTOMER | POSITION | DEPARTMENT | SHIFT | REPORT TO | STATUS |
|-------------|-----------------------------------|------------|------------|-------|------------|--------|
| 02/10/2018 | PSU - HUB Robeson Cultural Center | Store Room | | | Cliff Hupp | |

- Enter Time worked
- Save time until the end of the week then click **Accept** followed by **Submit** Timesheet
- Timesheets due every **Monday by 9:00 a.m.**
- New Timesheets posted every Tuesday after 2p.m.

| OTHER HOURS | DATE | IN | OUT | IN | OUT | TOTAL HOURS | APPROVED |
|-------------|----------------|----|-----|----|-----|-------------|----------|
| + MORE | Sun 02/04/2018 | 1 | | | | 0.00 | |
| + MORE | Mon 02/05/2018 | | | | | 0.00 | |
| + MORE | Tue 02/06/2018 | | | | | 0.00 | |
| + MORE | Wed 02/07/2018 | | | | | 0.00 | |
| + MORE | Thu 02/08/2018 | | | | | 0.00 | |
| + MORE | Fri 02/09/2018 | | | | | 0.00 | |
| + MORE | Sat 02/10/2018 | | | | | 0.00 | |

Hours Totals:

Regular 0.00

- Accept: Employee Notice: Please complete time card completely and submit. By submitting for approval, you are certifying that you have worked the number of hours listed on this time card. Failure to submit your time card by the deadline may delay your check.

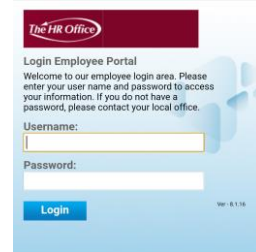
Quick Guide Timesheet Instructions for Mobile/Tablet

www.thehrofficeinc.com → **EMPLOYEE ONLINE TIMESHEETS**

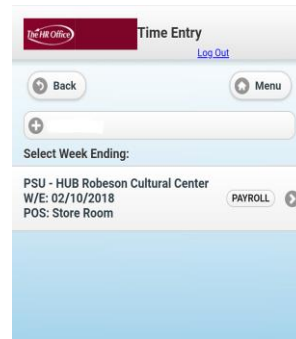
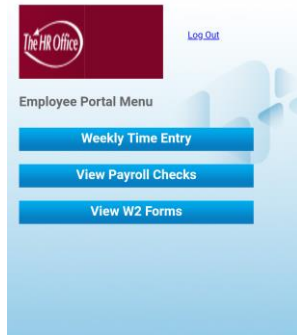
- Enter your User Name and Password and Click Login

Username _____

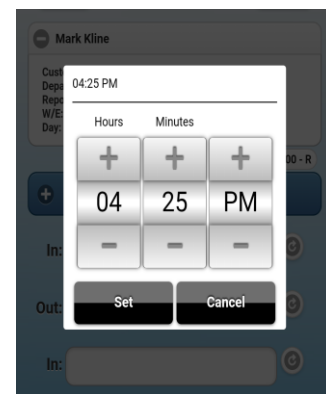
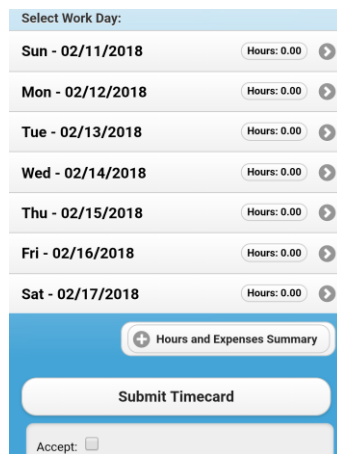
Password _____



- Click on Weekly Time Entry then the > next to your assignment



- Select day worked to enter time



- Save time until the end of the week then click **Accept** followed by **Submit** Timesheet
- Timesheets due every **Monday by 9:00 a.m.**
- New Timesheets are posted every Tuesday after 2 p.m.