



Client Name: \_\_\_\_\_

# Payroll Questionnaire

To help us calculate payroll correctly, please answer the following questions.

## 1.) In what format would you like to submit payroll to TempStar Staffing:

- TempStar Staffing Timecard (for individual employees)
- TempStar Staffing Group Timesheet (for multiple employees)
- Timeclock or punch-card recording system
- Other (please specify) \_\_\_\_\_

## 2.) How should time be calculated:

- To the nearest quarter hour (example: 8:10 will be rounded to 8:15)
- To the minute (employee will write down exact time-in and time-out)
- Do not recalculate time submitted
- Other (please specify) \_\_\_\_\_

## 3.) Overtime

- Standard overtime (OT paid over 40hrs of work per week; Monday - Sunday)
- OT paid over 8hrs per day (Do not need to reach 40hrs total for week; Monday - Sunday)
- Other OT rules (please explain) \_\_\_\_\_

## 4.) Double Time

- Not eligible for double time
- Double time rate for Sunday if worked full week (Monday through Sunday)
- Double time rate for all Sunday work
- Other DT rules (please explain) \_\_\_\_\_

## 5.) Lunches/Breaks

- Unpaid lunch     Paid lunch    (please select one)
- Mandatory lunch: 1 hour | .5 hour | other \_\_\_\_\_ (please select one)
- Other lunch/break rules (please explain) \_\_\_\_\_

## 6.) Payroll Submission

- Payroll will be faxed/submitted by Monday at 4:00pm
- It will be the individual employees responsibility to submit time to TempStar Staffing

## 7.) Who should we contact with payroll questions?

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

For questions, please contact your local Tempstar Staffing office or our payroll department at 717-893-5371