

## Payroll and Swiping Guidelines

- All time paid is for actual time worked only.
- All employees will swipe in JHWorks. Please see our website for details.
- Each job description varies in shift differentials and weekend rates. Employees need to contact their account manager for their pay rate.
- If a pay error is made, Intrastaff will make the appropriate corrections. It is the employee's responsibility to review the pay detail and report discrepancies to the Intrastaff payroll department.
- Paychecks are issued weekly on Fridays. The pay cycle is Sunday to Saturday.
- ADP ESS Service is available at no cost. Paperless pay vouchers are available through this service. Pay vouchers are received by secured email weekly.
- Paychecks are directly deposited to your account. A direct deposit form must be completed and a voided check must be provided. Please allow 2-3 weeks for the process to begin. **Paychecks will be mailed directly to the address on file until your direct deposit begins.**
- If direct deposit is not elected, paychecks will be mailed directly to the address on file.

## Time Collection Policy

1. All employees are required to clock in and out each work day. A badge issued by Johns Hopkins or an employee's JHED ID and JHED password is required to do so.
2. Employees who clock in 1 minute after the scheduled start time will be considered late.
3. Employees should **not** clock in out and for breaks.
4. Major rule violations which will result in termination:
  - a. Clocking another employee in or out
  - b. Tampering with or destroying the computer system
  - c. Falsification of records or any fraudulent activities
5. See Appendix A for JHWorks Swipe Unit Instructions

## Holiday Observance

Our main office will be closed on the holidays listed below. However, an on-call staffing coordinator will be available by phone.

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|---|-------------------|
| -New Year's Day                           | -Labor Day        |
| -Martin Luther King Jr.'s Day             | -Thanksgiving Day |
| -Memorial Day                             | -Christmas Day    |
| -Independence Day (July 4 <sup>th</sup> ) |                   |

Note: If an employee is scheduled to work on a holiday but the site that they are assigned does not celebrate the holiday, they will be paid their regular rate. If their site observes other holidays that are not listed, they will be paid accordingly.