

WHEELS ON THE BUS, INC.

PAYROLL INSTRUCTIONS

Paydays are Bi-Monthly. You will receive your paycheck no later than the 8th and 23rd of each month. The ultimate responsibility is YOURS to get your timesheet/billing and progress notes to Wheels on the Bus, Inc. by the dates specified. The following is the procedure for getting paid on those days:

You must **fax or scan and email** your time sheets **NO LATER THAN 9AM ON THE 16TH OF THE MONTH TO RECEIVE A CHECK BY THE 23RD OF THE MONTH.** ANY PAPERWORK NOT RECEIVED BY THAT TIME WILL NOT BE PAID UNTIL THE NEXT PAYDAY (WHICH IS THE 8TH).

The last day of the month is for hours worked on/between the 16th and the 30th/31st. You must **fax or scan & email** your time sheets to the office **NO LATER THAN 9AM ON THE FIRST DAY OF THE MONTH TO RECEIVE YOUR PAY BY THE 8TH OF THE MONTH.** ANY PAPERWORK NOT RECEIVED BY THAT TIME WILL NOT BE PAID UNTIL THE NEXT PAYDAY (WHICH IS THE 23RD.)

The fax number is **602 293 3500** and email is Colette@wheelspediatrictherapy.com. You must **send us both your habilitation reports (if applicable) AND the SIGNED timesheets** with client's name at the top for each day you have hours for that client in order to be paid.

For questions about your paycheck or tax elections, please contact Becky Volz at 602.200.8500 X 2021 or bvolz@cbri.com.

Employee Signature _____ Date _____

Witness _____ Date _____