



CoreMedical Group Payroll Guidelines

Payroll Schedule:

CoreMedical Group has a weekly payroll cycle. You are paid on the Friday following the week that you worked.

Deadline:

Mondays at 12:00 PM (EST)

Your client approved time sheet or hours report must be received by 12 pm, noon EST for your pay to be processed in time for Friday's pay date. Due to strict deadlines and time constraints imposed on us by iSolved/Employdrive and the Federal Reserve Bank, we ask for your cooperation in adhering to this deadline.

If there are mitigating circumstances preventing you from submitting your hours to us on time, i.e., illness, supervisor out, etc., you should contact your recruiter and the payroll dept as soon as possible so that we can work out any potential issues and we will make every effort to make other arrangements for you. You can contact us by calling **1.800.995.2673** and dialing your recruiter's extension or the payroll dept extension at **2300**.



Reporting your hours to the payroll department:

Timesheets or hours reports should be emailed to TIMESHEETS@COREMEDSTAFFING.COM or faxed to 1.888.631.8777.

Please make sure your name is clear on what you're sending to us so we know who it belongs to.

All hours should be accurately recorded for the week. Clearly indicate your start and end times for all hours worked and any applicable breaks taken. If no break taken, please indicate a zero in any field identified as a break column.

Your time sheet must be signed by you.

In most circumstances, your manager should also be signing or electronically approving your hours, too.

For more specific timekeeping requirements, please refer to the documents tab of your iSolved account and what the client requires of you to send to us each week for payroll processing purposes.

If you have elected automated alerts from our system, you will receive an email and or a text from our automated system once received successfully. If you'd like to confirm, you are welcome to call **1.800.995.2673** and dialing **extension 2300** for the payroll dept.

Please note: it is your responsibility to make sure your hours get to the payroll department each week, if you want to be paid in a timely manner.



Holidays and Payroll Processing:

In the case where Core's corporate offices are closed on a Monday for any reason, the deadline remains the same as noon Mondays.

The CoreMedical Group corporate offices are closed for the following holidays:

- New Year Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day (July 4th)
- Labor Day
- Columbus Day
- Thanksgiving day and the day after Thanksgiving
- Christmas Day

If you have any questions or require any assistance, please contact the payroll department and we will make every effort to assist or find someone that can.

For all payroll related documentation please send to:

TIMESHEETS@COREMEDSTAFFING.COM

For any payroll related inquiries please email:

PAYROLL@COREMEDICALGROUP.COM