



Timesheets and Direct Deposit

Please be advised that you will be responsible for entering your own time or seeing that your time is recorded in cases of unscheduled absences. Ideally, your timesheet should be entered before you leave for the day but ABSOLUTELY NO LATER than the morning of the following workday.

Payroll is processed on the Tuesday before the Thursday payroll in order for your check to be "direct deposited" to your bank account.

If the previous week's timesheets are not entered by 2:00 PM, Monday afternoon of a pay week (even if Monday is a Holiday), you will not receive your pay for the days not entered until the following check run (two weeks) because RDA will not have the necessary information from you to generate an accurate accounting payroll record.

My voluntary signature reflects that I have read this letter and understand that there will be a two-week delay in payment of any time not submitted by 2:00 PM, Monday afternoon of a pay week.

Signature

Date

Print Name

Employee #

