



Online @
WWW.NEWRESOURCES.NET

New Resources would like to welcome you and be the first to congratulate you on your new opportunity! As with all new employees we (New Resources) would like to help you answer any payroll questions you might have regarding your Temp to Perm status. Below you will find payroll information that should make your transition easier. If you have any questions or concerns please call or e-mail us at anytime. We are always eager to assist and answer any concerns you might have.

Temporary Status:

Any Employees who is considered to be TEMPORARY is not eligible for any Holiday or Vacation Pay unless approved by department manager or supervisor.

PAYROLL:

Time Sheets are due the Monday following the last day worked from the previous week. **Time sheets should not be received any later than the end of your shift on Tuesday prior to payday.** Any time sheets received after Tuesday will not be paid until the following payday.

Please fax time sheet to (832) 476-1978

PAYCHECKS:

Paychecks are processed weekly. Paychecks are delivered each Thursday after 2 PM. If PAYDAY falls on a Holiday, the paychecks will be delivered one day prior to the Holiday after 3 PM.

Any questions call us at 832.476.1978 or e-mail us at recruiter@newresources.net

Thank You!

New Resources