

Payroll Policy and Procedures

- M9 Solutions provides time cards for consultants to submit for payroll processing. A time card must be completed by the consultant and signed by the designated manager at the client site before the time card will be processed.
- All time cards must be rounded to the next 15 minutes increment. (Example: time in should be logged as 8:15, even if you come in at 8:10.) All hours worked or any break time taken must be rounded in this same fashion. If you fail to comply, your time card will be rounded and the figures may not coincide with the figures you totaled. It is very important that you comply completely with this format to avoid confusion and loss of wages.
- Completed time cards are to be submitted to M9 Solutions each Monday for the previous week's hours no later than noon. If you cannot meet this requirement please call the office as soon as possible. Late time cards will be processed on the following week's payroll.
- All time cards must be faxed to 770-234-6749
- Please take a moment to review each of your pay checks/subs to ensure that the information contained is accurate (social security number, deductions, address, etc.). Should you notice any errors please contact us immediately.

If you should have ANY question, please do not hesitate to contact us at 770-396-9990.

Thank you for choosing to work with M9 Solutions!

Consultant Acknowledgement