



PAYROLL PROCEDURES

metro MSR processes payroll every Tuesday for the previous weeks work.

In order to get paid on time, we must receive your signed time sheet no later than Monday at noon. Time sheets received after that time may result in your pay being delayed until the next pay cycle. Except for Holidays or special circumstances (the weather), your paycheck will be ready Tuesday afternoon.

You have two options on how to receive your pay, either a check or direct deposit.

To receive direct deposit, fill out a **DIRECT DEPOSIT** form and submit it to metro MSR via email or fax.

If you need to make changes to your payroll information, please email the changes to accounting@metromsr.com.

If you need to change your tax forms, access tax forms on the consultants' page and email the changes to accounting@metromsr.com.

Lastly if you have any questions regarding payroll, please email your questions to accounting@metromsr.com.

Key information:

PAYROLL FAX NUMBER:	703-842-8688
PAYROLL EMAIL:	accounting@metromsr.com
DEADLINE FOR TIME SHEETS:	MONDAY AT NOON.
PAYROLL PROCESSED:	ON TUESDAYS