

Clear Point Consultants, Inc.

CONTRACTOR PAYMENT PROCESS Reporting of Hours

Clear Point Consultants are paid on a weekly basis. A hard copy of your hours worked, signed by your manager, *must be received by the Clear Point office by 9:00 am on the Tuesday following the week worked in order to be included in the payroll processing.*

The hours may be submitted in one of these 2 ways:

1. Email the filled out electronic timecard to your manager, and cc Jean Cronin at jeanc@napandco.com.

Ask your manager to approve and email back to jeanc@napandco.com.

OR

2. Fax the signed timecard to: **978-762-0912**

Hours not reaching the office prior to the deadline will not be paid for until the following week.

Checks are mailed on the following Thursday afternoon with a pay date of that Friday. Those of you who have selected direct deposit will receive a statement. Direct deposit funds should appear in your accounts on the following Friday. Weeks containing a holiday will cause the direct deposit funds availability date to vary.

Payroll Administrator

Jean Cronin is your payroll administrator, and is available to answer any questions you may have. Jean may be reached at **978-762-0909** or jeanc@napandco.com

Again, congratulations on your employment with Clear Point. We all look forward to working with you, and wish you much success.

**Clear Point Consultants, Inc.
11 Beach St.
Manchester, Ma 01944
978-526-1996 voice
978-526-1976 fax**