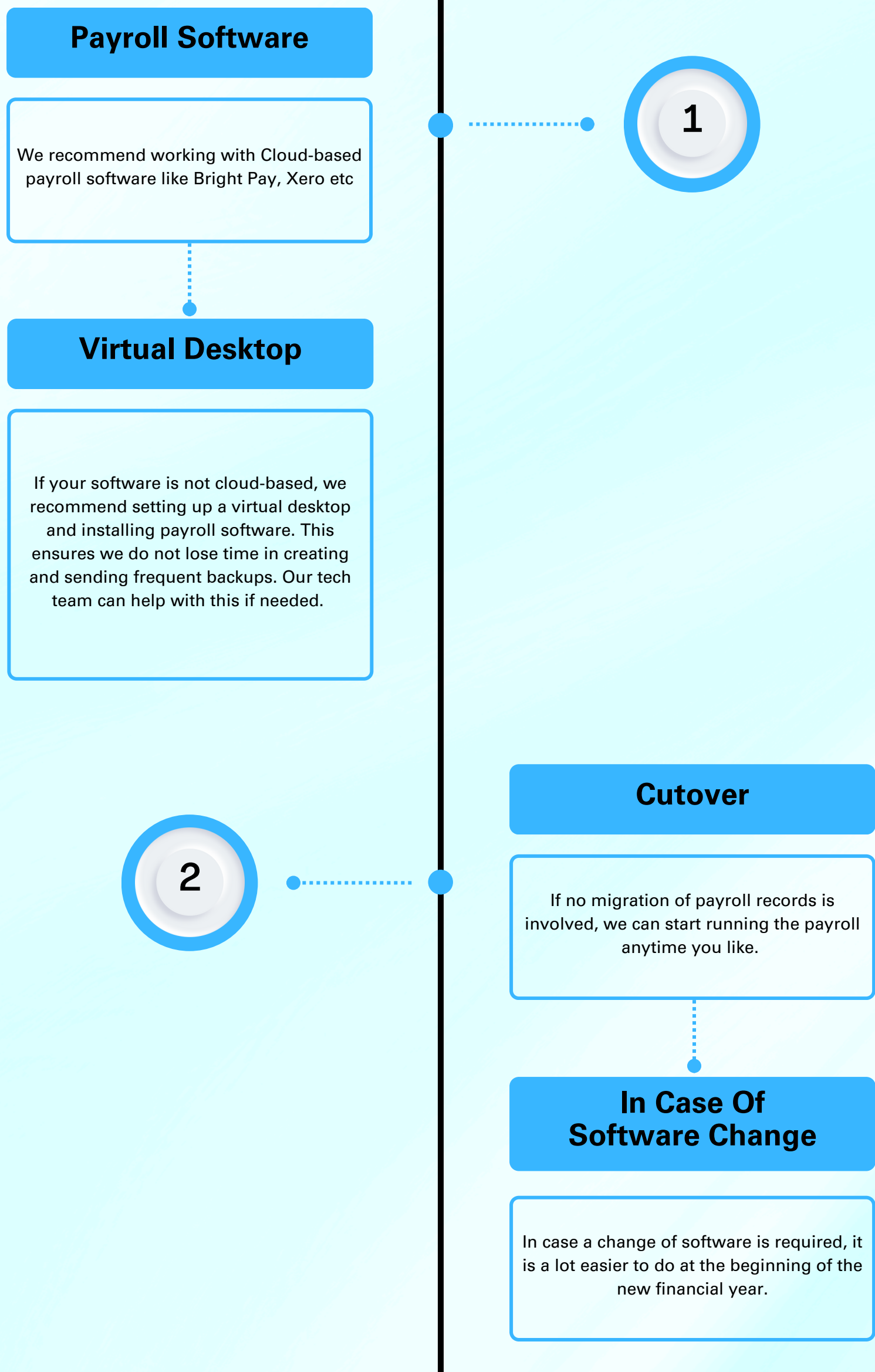
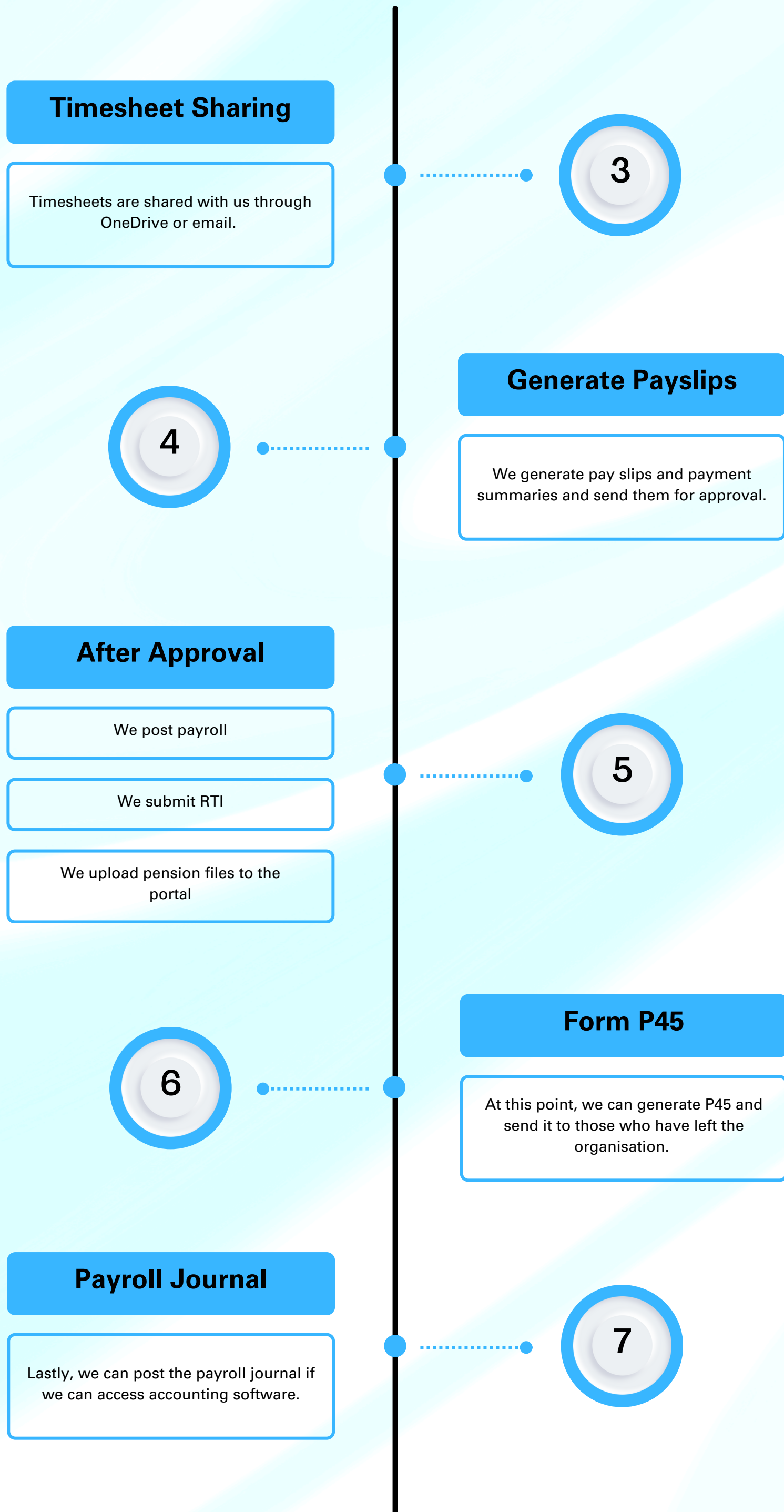


Payroll Workflow

Phase I Prepare to start



Phase II Pay Runs



For New Starters

We generally recommend sending us new starter forms as soon as they are ready. This avoids the last-minute rush during the payroll. If not possible, this can be sent at the time of the pay run.