



Parents Reaching Out
Your One Stop Resource for a Stronger Family

Parents Reaching Out-Office Workers Program

Employee Information Packet

Time Sheets

When your employees perform work, have them complete a timesheet and turn it into you. You should review the timesheet, to check for accuracy. Summarize the number of hours your employees worked, write in the rate, and sign it. Fax, mail or E-mail the timesheet to Parents Reaching Out.

TimeLine for Payroll

Please remember the following timelines: Payroll always start on a Wednesday and end on a Tuesday. **Your Timesheets are always due the day after (Wednesday) payroll ends.** Each payroll period lasts 2 weeks and employees always get paid on a Friday. **Please refer to the back of your timesheet for the exact dates of each payroll.**

Employee Pay Rate and Changes

If you want to establish or change an employees hourly pay rate, simply write the rate you want to pay in the space provided on the time sheet. **Make sure you refer to the calculation sheet so you can see the total cost and stay within your budget limits.**

Forms

You should keep a copy of all of your forms for your records. All original forms must also be returned to Parents Reaching Out in order to be your employer of record.

Additional Information

- **Colored forms are for your information and/or reference only.**
- **ALL white forms are to be returned to Parents Reaching Out.**
- **Samples of all complete forms are in the back green folder for your reference.**



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Check List

*****All Items must be submitted to Parents Reaching Out before any pay will be received.**

- I-9 Employment Eligibility Verification
 - Photo copy of Employees Social Security Card and the ID card (see back of I-9) must meet I-9 Requirements
- W-4 Employee's with holding allowance certificate
- Pay selection option for employee
- Authorization for Direct deposit (optional)
- FLSA exempt/non-exempt compliance form
- General Information for Staff Files form



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How to contact Parents Reaching Out:

Toll free: 1-800-524-5176 Extension: 237

Phone: 505-346-3933

Fax: 505-346-3934 or 1-866-774-3165

TTY: 1-800-659-8331

Parents Reaching Out
Attn: Fiscal Services
1920 B Columbia Dr. SE
Albuquerque, NM 87106

E-Mail- fiscalservices@parentsreachingout.org

www.parentsreachingout.org/fiscalservices