



PAYROLL PROCESS

- IOS employees complete electronic timesheets via our website at <https://tkammulti.vcgasp.com/timekeeper.web/pages/timekeeperlogin.aspx>.
- IOS employees MUST “submit” their hours and any applicable expenses to be reimbursed **NO LATER than FRIDAY** on a weekly basis via this electronic format. If hours are not submitted by this time, the payroll and billing operations may be delayed.
- Your timesheet must be “approved” by our client no later than **MONDAY by 4:00 p.m.**
- Paychecks are mailed from HQ in Dallas, TX on Wednesdays, on a weekly basis.
- **Direct Deposit:** Direct deposit of your paycheck is available by completing a Direct Deposit Request form and providing it to your local office with a voided check from each account into which you want your paycheck deposited. Direct deposits may not go into effect with your bank for up to four weeks, during which time you will continue to be issued a manual check. Direct deposits are in your account by 3:00 p.m. on Fridays.