



PAYROLL PROCESS

- IOS employees complete electronic timesheets via the Bullhorn website at <https://iosstaffingservices.bbo.bullhornstaffing.com/Login/>
- IOS employees **MUST COMPLETE AND “SUBMIT”** their hours and any applicable expenses to be reimbursed NO LATER than FRIDAY on a weekly basis via this electronic timesheet format. If your hours are not submitted by this time, the payroll and billing operations may be delayed.
- Your timesheet must be “APPROVED” by your Approving Manager no later than MONDAY by 11:00 am CST.
- Paychecks are mailed from Employers HR in Clearwater, FL on Wednesdays, on a weekly basis.
- Direct Deposit: IOS highly encourages Direct Deposit of Paychecks. Direct Deposit of your paycheck is available by completing a Direct Deposit Request form and providing it to your local office along with a Voided Check OR a Direct Deposit Authorization Form from your bank, for each account into which you want your paycheck deposited. Direct Deposits may not go into effect with your bank for up to two weeks, during which time you will continue to be mailed a manual check. Direct Deposits are in your account by 3:00 p.m. on Fridays.