

Personnel People



Acknowledgement Form

I, _____, acknowledge that I have received Personnel People's Employee Handbook.

Please check if you would like your paycheck mailed or picked up. We do not offer direct deposit.

_____ Mail

_____ Pick Up

The checks are mailed out of our office on Thursday afternoon, please be advised that we do not guarantee mail delivery. It doesn't happen too often but on occasion, the Norwood Post Office has delays in delivering the mail and this could cause a delay in you receiving your paycheck in a timely manner. If you request a stop payment on your check due to late delivery of mail, you will be charged a \$35.00 stop payment fee. If Personnel People used the wrong address, we will be responsible for the \$35.00 stop payment fee.

The checks are available for pick up on Friday between the hours of 8:30am - 5pm.

If you need to change your address, this must be submitted to our office in writing.

If you want to change the status of your paycheck from a mail to a hold or hold to a mail, please contact our office by 5pm on Wednesday.

Signature

Date

Personnel Peoples checks in with you to see how things are going would you rather us:

_____ email

_____ call