



# Payroll Information



**Senior  
Solutions**  
Home Care



## **Payday**

is every Thursday. Some banking institutions may allow you to have your funds visible or available before Thursday, but the official payday at Senior Solutions is every Thursday. You will receive a notification that your electronic check is available for viewing every Thursday morning through the Paylocity Mobile App.



## **Pay Periods**

Employees will be paid weekly via direct deposit every Thursday if you have rendered services within the pay period and used the correct systems to clock in and out at every shift. Each pay period begins on Monday at 12:00am and ends on Sunday at 11:59pm, covering work completed up to one week prior to the Monday before payday.



## **Check Stubs**

Check stubs are available through your self service portal in the Paylocity mobile app. All earnings, deductions, and variances in pay rates will be outlined clearly on your check stubs. If you have any questions regarding your paycheck please reach out to your Service Coordinator.



## Direct Deposit

Direct deposit is required for all employees. You will have entered this information within your onboarding packet during the hiring process. You are the only person authorized to make updates to your direct deposit. To review the information entered and to update direct deposit you will need to access the Paylocity Self Service portal through a web browser – direct deposit is not currently available on the mobile app.



## Withholdings (Taxes)

The amount of your withholdings is solely dependent on the selections made on the W4 within your electronic onboarding packet. To view selections or update your withholdings information you can login to the Paylocity mobile app or through the web browser. You are the only one who is authorized to make changes on your withholdings.



## W2

Your W2 will be available electronically through the Paylocity mobile app or through their web browser. If you would like a paper copy mailed to your home address on file in Paylocity you will need to request this to your Service Coordinator so they can send you the proper request form. You will also receive text and email alerts when W2 are available with all the information you will need to obtain them.



## Holidays

Caregivers are eligible for holiday pay if services are rendered on Thanksgiving Day, Christmas Day, or New Year's Day.



## Overtime

Caregivers who work over 40 hours a week qualify for overtime. Overtime will be paid out at a blended rate which is required any time an employee who earns different wages for different roles works overtime in any of their roles. Please refer to your new hire folder for more detailed information and an example from the FLSA. Please reach out to your Service Coordinator if you have additional questions.