

Instructions for filling out AccountAbilities Timecard.

You must fill in all areas of your timecard and total your hours daily & at the end of the week. We pay overtime after 40 hours a week, not 8 hours in a day. We are not authorized to pay you without your supervisor's signature (Customer's Authorized Signature). Fill in the Company Name, Dept. & Supervisor. Timecards must be returned to our office no later than 9am Monday. Pick up time for pay checks is 8am-5pm on Friday.

For your convenience, a drop box is attached to the building in the covered parking lot on the north side. You may fax your timecard to 633-4373 or email it to cspayroll@aabilities.com, but please call to verify that we received it afterwards.

Please let us know if you want to switch from mailing to picking up your check by calling us anytime Monday through Friday, 8am to 5pm. You may authorize someone else to pick up your check by calling the office and/or by giving them a signed note, they will also be asked to show a picture I.D.

Please call us if you have not received your check within 10 days to issue a stop payment and have your check replaced, which can take up to 7 business days. A \$35.00 stop payment fee *maybe* assessed.

We have experienced problems with delivery of paychecks that we mail. Be assured the checks are mailed from our office on Wednesday Evening (unless a holiday occurs), if it is important for you to receive your check promptly, we strongly suggest that you pick it up or enroll in Direct Deposit.



212 N. Wahsatch Avenue, Ste 201 Colorado Springs, CO 80903
Ph (719) 633-8777 Fax (719) 633-4373