



General Info:

Payroll Policies and Procedures

As an Alliance Services employee, it's important to understand our payroll policies and procedures. Below you'll find information regarding when and how you'll get paid as well as how to access your payroll information.



Workweek

Our work week runs from Sunday-Saturday. This starts with the AM shift on Sunday and ends with the PM shift on Saturday. All shifts working Sunday through Saturday are paid the following Friday.



Electronic Timesheet

Your electronic timesheet is the key to getting paid. You'll need to fill out this timesheet through your *Workforce Portal* calendar before you leave each shift. All timesheets require a signature from the facility representative for approval.

[Click here for our Electronic Timesheet guide](#)



Accessing paychecks and W2

You can access your paychecks and W2 through your QuickBooks Intuit account. An invitation to create your account will be sent after hire. Please create your account upon receiving this information. Your paystubs will be available to view no later than the day before payday, which is every Thursday.

[Click here to access your QuickBooks Intuit account](#)



Changes to payroll

If there are any payroll discrepancies or you need to make changes to your direct deposit information, you can contact our Administrator and Payroll Manager, Lauren H.

Direct: 262-293-4394

We appreciate your cooperation and understanding of our policies and procedures. All above information can also be found in the Employee Handbook you signed upon hire. If you have any questions or concerns, please do not hesitate to reach out to a member of our team.

Main: 262-677-2180
