Hi Team,

We are officially moving to utilizing our online self-service payroll portal through QuickBooks Workforce (Intuit).

Through this portal, you will be able to:

- Securely view and download all weekly pay stubs as soon as payroll is run.
- Access year-end tax forms (W-2s) whenever you need them.
- View your historical pay information from your computer or the free Workforce mobile app.

Payroll Schedule*: Payroll will be submitted each Wednesday by noon (for previous week). Direct deposits will be in your accounts on Thursdays (exact timing depends on your individual bank).*

⚠️ **Important Policy: Reviewing Your Pay Stubs**

Because everyone will now have immediate, direct access to their weekly pay stubs as soon as they are processed, you are responsible for checking your stub each payday.

- **7-Business-Day Window:** If you believe there is a discrepancy with your hours, rate, or deductions, you must notify Josh (GM) within 7 business days of that pay date.
- Reviewing pay questions weeks or months after the fact creates significant administrative delays and complications with submitted tax filings. Reporting any questions right away ensures Josh and our accounting team can investigate and make any valid corrections immediately.

Step 1: Confirm your contact details

Please take 30 seconds to fill out this quick form with your preferred email and mobile number so we can set up your portal access:

🔗 **[Link to Google Form]**

Step 2: Watch for your portal access link

Once accounting updates your file, you will receive an email from **Intuit / QuickBooks Workforce** to activate your access or sign in to your existing account.

Please submit the form by **November 1, 2026.** If you have any questions about getting logged in, reach out to Josh.

Best regards,

Tabitha Taneyhill