



New Hire

WELCOME ABOARD!

Thank you for choosing us for your employment needs.
We are happy to welcome you as a part of our team.

Timecards/Paychecks

Our pay period runs from Sunday to Saturday and payday is the following Friday. For the convenience of employees who elect to have their checks mailed, we mail out checks on Thursday.

Direct Deposit

After we receive your direct deposit information, it will be approximately three weeks before money is deposited into your account electronically. (This is for your protection as well as our own.) You will continue to receive a live check until the direct deposit is activated.

When signing up for direct deposit, you may also elect to receive your pay advice online.

I choose to have my paycheck:

☒ **Direct Deposited**

☐ **By CashPay** *certain fees apply, see authorization form and Bank of America brochure for details

My correct mailing address is: (please print)

P.O. BOX 44847

EDEN PRAIRIE

MINNESOTA 55344

I can be reached by Phone at: (952) 960-1935

Email: RODLARSON100@yahoo.com

Aerotek's policy is to wait 10 mail days from the original date of the check before issuing a replacement check. The replacement check will be processed on the 11th day.

Signature:

Rooney L. Larson

Date:

May 10, 2013