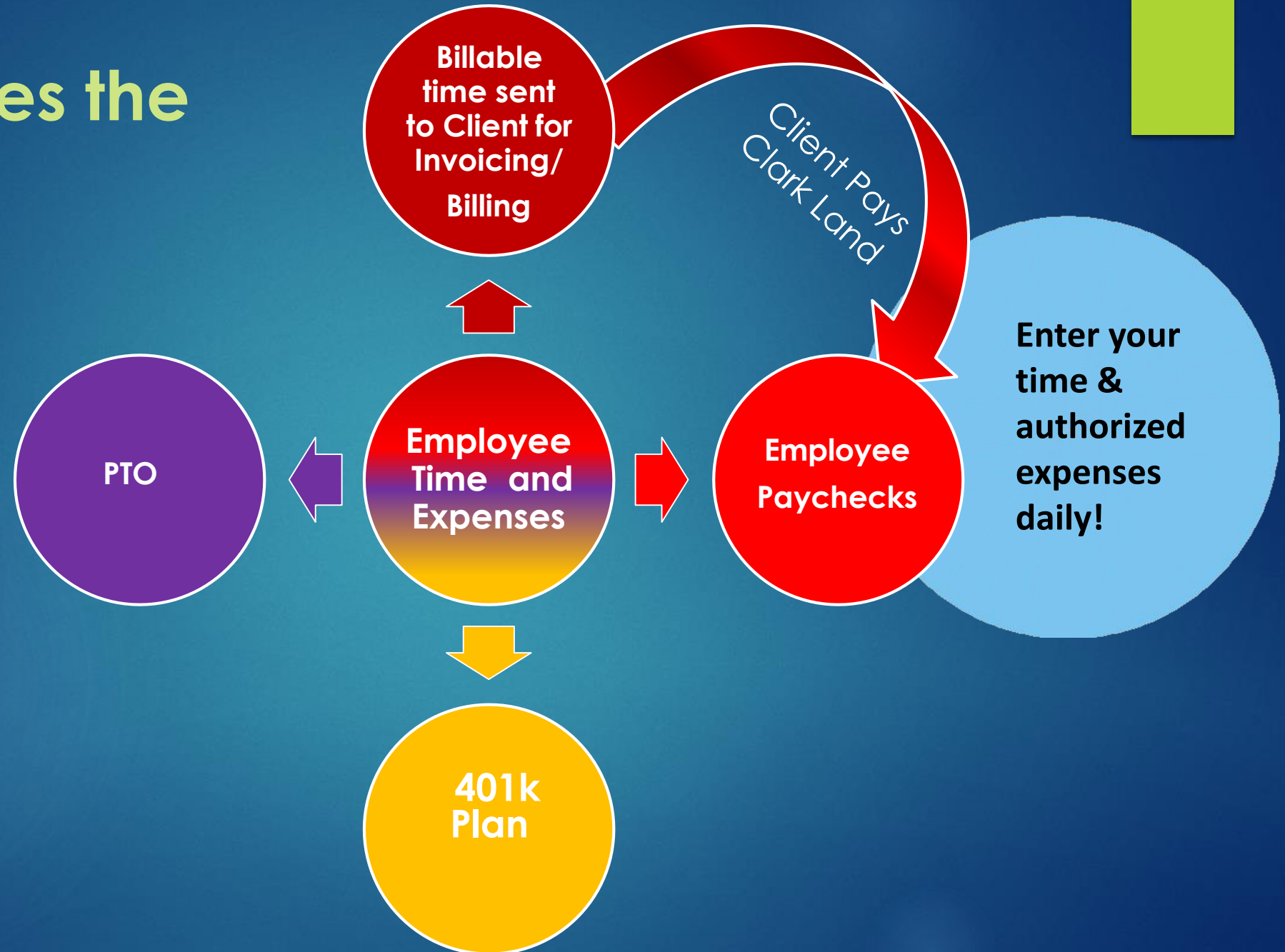


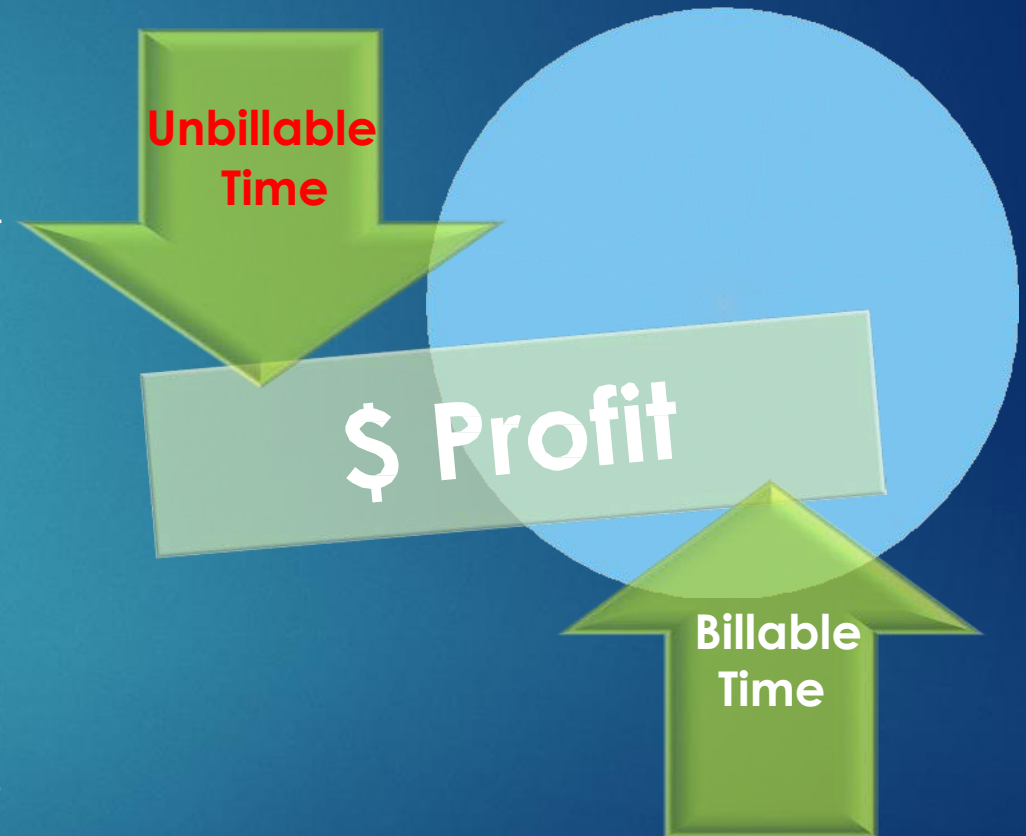
# Where does the time go?



# So why should you care?

## ► Impacts:

- Payroll submitted to Bank late and employees paid late
- Clients invoiced late and payment to Clark Land is late
- 401k not deposited in timely manner
- Impact of the number of non-billable hours spent by supervisors, accounting staff and employees chasing after time/expense entries and making corrections. **This adds up to thousands of dollars each month.**



# Who to contact:

For BillQuick Software Issues:

**BQ Support**, 310-602-4030

For Payroll Questions/Discrepancies:

**hr@clarklandresources.com**

For Tax Withholding and/or Direct Deposit Forms:

*(Please submit forms/updates to HR first.)*

## **PAYROLL DEPARTMENT CONTACTS**

To Access Viewing Your Paystub Online, please email:

**gabriela.white@clarklandresources.com &**

**anna.white@clarklandresources.com**