On-Line Systems W-2 Employee Payment Policy

It is On-line Systems' policy to pay consultants promptly for hours worked, along with reimbursement for any authorized expenses. **However, this policy is necessarily dependent upon the cooperation of consultants in the prompt and accurate submission of required paperwork.** Exception processing is error prone and costly, and your assistance is needed to avoid it.

Payroll is processed bi-weekly on Fridays. The schedule for payroll processing and the periods that they cover can be found at **www.On-LineSystems.com** under **W-2 Employee Forms** in Consultant Forms.

Contact for payroll and expense reports:

Siri S. Hatcher / 404-315-4455 extension 122 / Siri@On-LineSystems.com / Fax 1-800-810-4655 or 404-315-4457

Mailing address:
On-Line Systems
1945 Cliff Valley Way
Suite 300
Atlanta, GA 30329

TIME REPORTING

- If paper time sheets are being used, a copy of **signed** time-sheets should be faxed to 1-800-810-4655 or 404-315-4457 no later than 2:00 p.m. EST on the Tuesday of the following week unless otherwise instructed. Time-sheets not signed by the client will be accepted on an occasional basis to allow for instances where the signing authority is not available due to vacation or pressing business reasons, **to be followed with a signed sheet as soon as possible**. **All** time-sheets must have the consultant's signature. While the current payment cycle may be paid without a signed time-sheet, any future payments will be held until signed documents are received for previous cycles. OSI cannot invoice the client until a signed time sheet is received. **Abusers of this policy will not receive any payments until signed time sheets are submitted.** It is not our responsibility to call and remind you to send in your time sheets.

- If the Client is utilizing an Electronic Time Entry System, time reporting must be entered according to the Client's schedule, but in no event later than close of business on Monday.

EXPENSE REPORTS

- Expense Reports (when applicable) are acceptable only for Client approved expenses and originals must be received via postal service for processing.

- Faxed Expense Reports are not acceptable. Expense reports must be accompanied by original receipts. Expense Reports for any expenses over 45 days old will not be honored. If Clients have more stringent guidelines for expense reporting, you will be informed thereof and will need to follow those guidelines in order to be reimbursed. (You may be instructed to fax copies of Expense Reports and receipts to conform with Client deadlines, but you must then provide the original copies prior to payment.)

If the deadlines are missed for providing required documents, payment will be made as follows. Expense Reports will be paid on the following Friday, assuming receipt of original by Monday of that week. Payment for hours will be processed in the next payroll cycle, a two-week lag.

Remember, it is **your** responsibility to ensure that you get your paperwork in on time. An exception **may** be made to our processing rules on an **occasional** basis, but failure to abide by these guidelines can result in a lengthy delay in processing your payments. If a special payroll run must be requested to process your payment, a $50 processing fee will be deducted from your paycheck to cover our costs. If a request is made and honored to process an Expense Report outside of these guidelines, a $20 charge will be made. If FedEx service is requested, you will be assessed a charge of $25 for standard overnight weekday delivery, $35 for Saturday delivery.

While not an enjoyable task for anyone, documentation and paperwork is a fact of life in the consulting industry. We are simply laying the groundwork required so that we can process these efficiently and provide you with prompt payment for your efforts. We appreciate your cooperation in adhering to these guidelines.