



To: All NEHCRStaffing Employees
From: NEHCRStaffing

As part of our constant effort to better serve you, NEHCRStaffing is excited to offer a Direct Deposit payroll option to our employees' active on assignment. Direct Deposit is a great way to move money quickly electronically and there is no stress waiting for the mail, no need to sign any checks over to the bank or having to pick them up in our office. The funds will be deposited on Thursday night and will be available to you on Friday. As long as you work an assignment of 3 weeks or longer you can enroll in our Direct Deposit program by using the attached enrollment sheet.

How It Works:

- Fill out the attached Enrollment Form and submit back by either e-mailing it to info@nehcr.com; Fax at 774-763-0190 or mail to:
NEHCR
Attn: Employee Care
320 Court Street
Plymouth, MA 02360
- Your first two payrolls are a testing period between our bank and yours, this is to make sure that all the exchanged information, such as routing numbers and addresses are correct. Therefore, you will receive hard checks by mail or available for pick up for the first two weeks on payroll.
- On your third payroll after enrolling your funds will be deposited Thursday night and will be available to you that Friday morning. Every week our accounting team will mail out a Direct Deposit Notification along with your check stub and a new time card.

If you have any questions please contact:

Email: info@nehcr.com

320Court Street/ Plymouth/MA/ 02360
www.nehcrstaffing.com