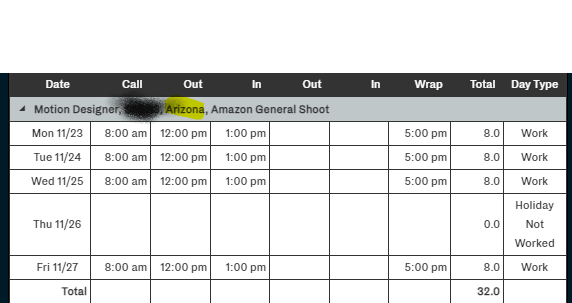
Weekly Media Services Process

## **NOTE: All people being paid through Media Services are W2 employees rather than 1099 Contractors so rules that apply to W2s apply (e.g. overtime)**

1. Employees need to submit their Media Services Timecard for the prior week each week by 10am Monday (*Note: Unlike ADP, Payroll does not have a straightforward way of checking for incomplete timecards, so the first approver will need to reach out to any employees who have not completed and submitted their timecard)*
2. Review your reports timecards for correct location, hours, and any reimbursements.
   1. Location (highlighted below should reflect where the work is being done, not the person’s residence (unless they’re working remotely), 
   2. If the reimbursements don’t have receipts/backup attached they will be treated as taxable wages, you can click the paperclip to view the backup
3. By EOB Monday, please approve any timecards for your reports
4. On Tuesday Payroll will do a secondary approval of the timecards and submit them to Media Services
5. Wednesday (usually) we receive invoices from Media Services, Payroll will send those to Accounting and the initial approver for Approval.
6. Review the Invoice for correct location, hours, earnings, and any reimbursements. The “**Earnings & Deduction Register**“(usually starting with the second to last page of the invoice) is a good spot to look. Accounting will also provide Client Invoices for Approval if required
7. Provide your approval or any questions to Payroll & Accounting before EOB on the day you receive the invoice
8. Payroll will Approve the Invoice in Media Services after receiving your approval.