



Payment Information

Workforce Account Information

It is the Independent Contractor's responsibility to maintain accurate information in their SES Workforce (QuickBooks Workforce) account.

Personal and Payment Information: The Independent Contractor is responsible for keeping their contact information, mailing address, and payment information current. You may update this information at any time by logging into your Workforce account.

Please note that payment information updated between Monday and Thursday of a payment week may not take effect until the following payment cycle. For example, if you update your banking information on Wednesday, your Friday payment may still be deposited into your previous account.

To help ensure payments are deposited into the correct account, SES Accounts Payable recommends updating your payment information before Monday of the applicable payment week. If you have any questions regarding payment information, please contact the SES Accounts Payable Department.

Reporting Days Worked

To receive timely payment, the Independent Contractor is responsible for submitting all days worked no later than **Friday of each week** by emailing them to accountspayable@superioremploymentservices.com.

Failure to submit your days worked by Friday may delay the processing of your payment until the required information is received and verified. It is the Independent Contractor's responsibility to ensure that all days worked are reported accurately and submitted on time.

I acknowledge that I have read and understand the SES Payment Information described above.

Contractor Name: _____

Signature: _____ **Date:** _____