Payroll Policy and Agreement

Hourly Pay Rates

* Starting pay for all non-driver movers is $13/hour.
* Starting pay for all drivers is $15/hour.
* Hours are determined by the customer BOL. The Company pays employees for the same number of hours for which the customer pays the Company.

Long Distance Moves

* For the purpose of the North 95 Moving Payroll Policy, a long distance move is any move that requires at least (1) overnight stay out of town.
* Long distance moves are not paid hourly. Employees will be offered a “Flat-Rate Labor” rate of pay, determined by distance and size of the move.
* Employees may either accept the offer and be scheduled for the long distance move in question, or decline the offer and not be scheduled for the long distance move in question.
* Hours worked on long distance moves do not contribute toward overtime pay.

Pay Period

* The weekly pay period is Sunday through Saturday.
* Payroll is run the following Monday with Payday the following Friday.
* The hours from any BOLs not submitted to the office prior to running payroll will be forwarded to the following pay period.

Direct Deposit

* Direct deposit is preferred and strongly encouraged.
* Pay will be deposited into employee’s account at midnight on Payday.
* If an employee chooses not to be paid through direct deposit, a paper check will be mailed out on Payday.

Online Paystubs

* Paystubs are available online through Intuit’s ViewMyPaycheck. (Mobile App also available)
* To sign up:

1. Go to [ViewMyPaycheck](https://paychecks.intuit.com/) (https://paychecks.intuit.com/). (Or Mobile App)
2. Click **Sign Up**.
3. **Sign up for an Intuit account.** An Intuit account allows you to access multiple sites and products with one user ID and password.  
   You'll be asked to provide an email address, a password, and a security question and answer, in case you need to recover your password.
4. **Enter your SSN and the net pay amount** from your last paycheck issued by the company and then click **All Done!**

Payroll Policy Agreement

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have fully read, understand and agree to the 7B Moving Payroll Policy.

Employee Signature Date