



PayReel

Dear Crewmember,

Welcome to PayReel!

The following three forms are required in order to set you up in our system. Please return them to PayReel immediately by fax or mail.

- **W-4.** Please fill out completely. Incomplete forms will be returned and this may stall payment.
- **I-9/Employment Eligibility Verification.** Acceptable documents must be presented to supervisor on site (e.g. driver's license and social security card, or passport), who will then sign as the authorized representative.
- **Employee Information.**

Other PayReel forms:

- **Direct Deposit Authorization.** If you choose to use Direct Deposit for your paychecks, fill out form with attached voided check and mail or fax to PayReel. (We highly encourage direct deposit as your monies are available in your account the pay date.)
- **Timesheet.** Timesheets are for recording total hours worked within a single workweek (Sunday through Saturday). They must be signed by both the employee and your supervisor.
- **Equipment/Expense Report.** If you supply equipment, the rental is recorded on an Equipment/Expense Report, in addition to any reimbursable expenses.

Please contact me in the PayReel office should you have any questions. We look forward to working with you!

Pat Davis, Payroll Administrator
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303-379-6335 fax