

* Pay days are the 9th and 24th of each month
* 1st - 15th you get paid on the 24th
* 16th – through the last day of the month you get paid on the 9th
* If the pay day is on a weekend you get paid on the Friday before
* If you can’t make it to your shift --- call the office immediately
* 636-294-6324
* After hours please leave a message with the answering service
* If you use timesheets, we must have the originals in the office
* Timesheets are due in the office every Tuesday.
* If your timesheets are late you may receive a live paycheck and/or a delayed check.
* Fax number
* 636-294-6325
* Our address:
* 801 S. Woodlawn Ave.

Ste. 27

O Fallon, MO 63366