

Payroll payments will be made on the 1st and the 15th of each month. In order to submit your invoice for payment request it must be submitted to your department head on the 24th and the 8th of each month. The invoice you submit must include your requested Payee and a Detailed accounting of tasks completed and the time it took to complete each task. This invoice must be submitted to your department head for approval.

Each department head will have 3 business days to review and approve the payment request invoice. Once approved the department head must submit the approved invoice to the accounting department at accounting@714web.com for preparation of payment.

All payroll payments will be made electronically on the 1st and the 15th of the month. When the 1st and the 15th fall on a weekend or holiday the payment will be made on the following Monday.

In order for you to receive the direct deposit you must complete and print out, complete and email in the attached Direct Deposit form with your onboarding Scope of Work.

If your invoice is not timely submitted to your department head payment for that time period will be pushed back to the next pay cycle. Any department head not submitting the approved invoice to accounting no later than 4 days in advance of the scheduled payment dates will be notified.

As an independent contractor, income taxes will never be deducted from payments you receive from 714Web. The taxes you are responsible for are your responsibility to pay to the proper taxing authority at the proper time. At the beginning of each new year the 714Web accounting department will supply you with and submit to IRS a completed 1099 which will reflect all payments made to you during the year.