Entertainment Partners is here to **_partner_** with you in delivering accurate and timely payroll to production worker employees . Working together we can help each other effectively reach this goal. If we align on a few best practices it will be beneficial to all. Below are some "best practices" we have found helpful.

Document Exchange

Please coordinate your preferred document exchange method, as well as invoice and check delivery options, with your Paymaster. S/he will review the various options available. It is helpful to have any PDFs submissions of Start Cards and Time Cards to be aligned in the same direction—we enter and check time card breakage digitally and it helps speed up the process if there is no need to rotate documents individually.

Start Cards

Please submit Start Cards in advance of Time Cards to facilitate timely processing of your payroll. Also, please submit Start Cards separately from Time Cards (i.e. do not PDF them together with time cards as a single document). This will help expedite the process and reduce unnecessary delays.

Time Cards

If you process your payroll in separate batches, please indicate clearly on each batch how you would like them labelled. Should you have material changes after you have submitted payroll to us—for example adding meal money to everyone—please let your Paymaster know as soon as possible. (This may delay your payroll.)

Turnaround

Depending on the completeness and complexity of payroll submitted, **an edit _or_ checks can be expected within 48 hours**. _Payroll received after 6pm is considered having been received the next business day._

EP will gladly provide a pre-check edit for proofing should you so request. Upon notification of any corrections, or approval to release, EP will process the payroll within 2–4 hours (or return the edit to you if you'd like to view a final edit).

Direct Deposit

Any payroll to make next day direct deposit needs be approved by **5:30pm**. Any payroll approved thereafter may not make direct deposit the next day.