



## PAY INFORMATION

- All Marketplace Professional Staffing associates are paid weekly via direct deposit or pay card only.
- Timesheets **must be submitted no later than Monday by 12:00** noon for the previous week.
  - Timesheets are either submitted by the associate or by the client depending on contract requirements.
  - For associates responsible for submitting his/her timesheet, please fax to (864) 286-3901 by the deadline listed above. *Timesheets submitted past the deadline may not be paid until the following week.* It is recommended that associates submit their timesheets on Friday of each week.

## VIEWING PAYSTUBS AND W-2'S ON-LINE

Associates may view and print their paystubs/W-2's online through a service provided by our Pay Card Company, Wisely. This service is free and available for use for those utilizing either a pay card or direct deposit.

**Note 1:** Paystubs will be uploaded to the website each Thursday afternoon for the current pay period and will be available online by 8:00 a.m. (EST) the following day.

**Note 2:** You must elect to receive your W-2 electronically in order to view/print.

**Note 3:** For assistance with viewing paystubs, contact Wisely Cash Card at the number below.

### Directions for Use:

- Go to [www.mywisely.com](http://www.mywisely.com)
- Look for the "Online Service Center" icon located in the upper right corner
  - Select New User
  - Have a Card? >>Select "Yes" for pay card users >>Select "No" for direct deposit users
  - Enter Last Name & Unique ID (social security number). Use dashes between the numbers.
- Follow the instructions listed to register by creating a Username and Password. Must be registered before gaining access to paystub/W-2 for the first time. **Record Username and Password in a safe location for future reference!** After initial registration, associates may log in using their Username and Password.

**Note: If you forget your username/password, you must contact Wisely directly!**

### Lost or Stolen Pay Cards:

- Contact Wisely immediately.
- If you still have your temporary card that was provided to you during the hiring process by Marketplace Professional Staffing, Wisely may allow you to use the card until they send you a replacement card.
- If you do not still have your temporary card, notify the Wisely customer service representative and they will instruct you to obtain a new card from Marketplace Professional Staffing. Upon receipt of replacement card from MPS, you are responsible for contacting Wisely to provide them with your new card number. Wisely will "link" the replacement card to your original temporary card and provide you access to your funds.

**WISELY: 1-866-313-6901**

## **WISELY INSTRUCTIONS**

1. Call 1-866-313-6901 to activate your Cash Card. **YOU CANNOT ACTIVATE YOUR WISELY CASH CARD UNTIL THE WEDNESDAY AFTERNOON BEFORE YOU RECEIVE YOUR FIRST PAYCHECK ON FRIDAY.** If you give an email or cell number when you set up your account, you will automatically receive an email to text each pay period informing you of how much money has been deposited into your account. Payroll funds will be deposited early Friday mornings.
2. 7-10 business days after you activate your Cash Card, you will receive in the mail a MasterCard or Visa debit card with your name on it at your physical address. Please keep your temporary card in a safe place as you may use this card in the future if your logo card should become lost. Contact Wisely immediately if you should lose your logo card.
3. **You get one free transaction per pay period at any 'ALLPOINT' ATM machine. Go to [www.allpointnetwork.com](http://www.allpointnetwork.com) to view ATM machines in your zip code area. These ATM machines are normally located at Target, CVS and Walgreen stores.**

**If you have a checking account and want to transfer money to your checking account:**

You may want this to be your first transaction each pay period so you won't be charged. After that, it's a \$1.00 fee per transaction to transfer money to your bank account.

**If you do not have a checking account:**

You can withdraw up to \$500.00 for free when it's your first transaction for that pay period. You are allowed to withdraw up to \$1,000.00 a day.

4. After your one free transaction per pay period... you will be charged \$1.75 for each cash withdraw you make at an ATM machine.  
  
You can use any ATM machine; however the ATM machine may charge you a fee for each transaction. Go to [www.allpointnetwork.com](http://www.allpointnetwork.com) to view ATM machines in your zip code that do not charge a fee to use. Wisely will still charge a fee of \$1.75. When you make a withdraw from an ATM, you must withdraw from 'Checking'.
5. If you are at Wal-Mart or the grocery store and use your Cash Card to make a purchase:  
**If you use a Pin #:** you will be charged .50 for each transaction. If it is your first transaction the purchase will be free.  
**If you select Credit:** you will be charged NO fee with signature of purchases.
6. If you are at Wal-Mart or the grocery store and use your Cash Card to make a purchase and you request an additional amount of cash back:  
If you use a Pin #: you will be charged .50 for each transaction. If it's your first transaction the transaction will be free.
7. If you purchase gas with your Cash Card: We strongly recommend you pay the cashier inside to avoid any preauthorization fees at the pump. If you pay at the pump a \$76.00 preauthorization fee will be charged to the card until the exact amount settles a few days later. If you pay inside, you only pay for the amount pumped.
8. If you want to transfer any amount of your money to a family member, you can get a cash card for them at no charge. If interested, call 1-866-313-6901 or go to [www.mywisely.com](http://www.mywisely.com). (Please note: there may be transfer fees involved when doing this).
9. You can pay your bills online for \$.99 per transaction. If you pay bills over the phone it is free. If interested call 1-866-313-6901 or go to [www.mywisely.com](http://www.mywisely.com).
10. Check your balance before using to avoid over limit fees. Over limit fees are incurred when attempting to access funds that are not on the card. You can check your balance by calling 1-866-313-6901 or going to [www.mywisely.com](http://www.mywisely.com). Marketplace Professional Staffing is not responsible for any fees associated with your card. If you check your balance at an ATM machine you will incur a charge.

***Marketplace Professional Staffing payroll funds will be loaded onto the pay card early Friday mornings for any hours worked the previous week.***

You may view your paystub online by reviewing the attached instructions. Paystubs will be uploaded to the Wisely website on Thursday afternoons.

**IT IS VERY IMPORTANT THAT YOU DO NOT LOSE YOUR CARD. But if you do, please contact Wisely immediately!**