

1. As a new employee of IndSoft, what paperwork should I complete?
  - Please use the following instructions to finish the new employment paper work.
  - Please download the I-9, W4, State-W4 ( if applicable) forms.
  - Please sign offer letter and other documents provided by IndSoft's HR
  - Please mail the signed forms along with the supporting documents. (Attach SSN and driver's license copies)
  
2. Where do I find copy of timesheet?
  - Hours are recorded on a time slip for each work week. Please login to using employee login link and fill the time and expenses. In case if you have issue with internet please use the time sheet which you received with your new employee paperwork. Make copies of the time sheet for the following weeks.
  
3. What is the procedure to submit a timesheet?
  - Please submit the time sheets online using your employee login page, in case if you have issue with internet please send the signed time sheets to Accounting@IndSoft.com or fax the time sheets @ 630-524- 9000(F) and expenses @ 630-524-0009(F). (When you are sending the time sheets we don't need the covering letter). Please make sure you write your name on the time sheet. If you have any questions you can reach accountant @ 630-324-0006 X 204.)
  - Time sheets are due by 4:00 p.m. CST on the Monday following each completed work week. Please make sure you have verified your hours and have the authorized person signature.
  
4. How do I notify an address change?
  - Please login to employee login and update the address.
  - Please login to Paychex account and update your address.
  
5. How do I notify any tax status change?
  - Please login to Paychex account and update the address.
  - Please fill and sign the Direct Deposit form along with the void check copies to Payroll email id.
  
6. How do I notify and tax deduction change?
  - Please login to Paychex account and update the address.

- Please fill and sign the tax forms along forward the copies to Payroll email id.
7. How do I submit my information for payroll?
- Please make sure your information is update on employee login as well as in Paychex.
8. Issue Contact?
- Once you start employment with IndSoft, all periodical issues must be sent to Support@IndSoft.com or please use the IndSoft support system to create the support the ticket.
  - We monitor this ticketing system on a daily basis and will try to resolve your issue within 3-5 days.
  - In case of emergency you can always contact Sam Veera, Director of Operations for all issues with IndSoft.
9. When I get paid?
- Monthly Payroll: 23rd of each month. On every 23rd of each month, payments are issued for all hours worked in the previous month.
  - Ex: If you start on 1st or last day of the month , your first pay check will be 23rd of the following month
  - 15 Day's Payroll: 15th and last day of each month. Payments are issued for all hours worked for the previous 15 days.
10. Travel?
- If you are travelling out of country you need to inform us your travel plans ahead of time. Send us vacation letter.
  - If applicable send us new I94 as soon as you come back to USA.