

AlphaStaff InfoSource 5.0 Maintenance Policies

The following maintenance policies apply to AlphaStaff's InfoSource 5.0 web products only. You must utilize the InfoSource 5.0 products for these policies to apply.

Menu Item	Description	Type of Paperwork Required	Timeline Required prior to "call-in" day	Notes
Manual Batch	Create special/supplemental payroll batches.	No paperwork required.	May vary according to specific customer agreement.	
Timesheet Entry	Enter and submit payroll batches	No paperwork required	12:00PM (noon) EST on "call-in" day.	
Labor Allocation	Define an EE labor allocation to one or more Projects/Depts/Div/Jobs	No paperwork required	5:00PM EST on day before "call-in" day.	
Tax Filing Record	New Federal Withholdings w/New Hire packet	W4	5:00PM EST 3 business days prior to "call-in" day.	
Work Data Record	Manage an EE work assignment, location, department, etc.	No paperwork required	5:00PM EST on day before "call-in" day.	Department or location must already exist. If a new location is needed, for example, the Payroll Administrative Group must be contacted by 5:00PM EST 3 business days prior to the "call-in" day.
Pay Rate Change	Change an EE rate of pay.	No paperwork required	5:00PM EST on day before "call-in" day.	
Project Codes	Add/edit Project Codes	No paperwork required	5:00PM EST on day before "call-in" day.	
New Hire	Add a new hire	New Hire Packet	5:00PM EST 2 business days prior to "call-in" day.	
Employee Rehire	Rehire a term'd EE	If employee was termed within 30 days only a PAF and a new I-9 is required. All other rehires require a complete rehire packet.	5:00PM EST 2 business days prior to "call-in" day.	
Re-Activation	Reactive an EE on LOA	No paperwork required	5:00PM EST on day before "call-in" day.	
Status Type Change	Change from PT to FT or FT to PT	No paperwork required	5:00PM EST 3 business days prior to "call-in" day.	Change of Status may require additional processing including benefits changes.
Leave of Absence	Place an EE on LOA	No paperwork required	5:00PM EST on day before "call-in" day.	
Leave of Absence (FMLA)	Place an EE on Family and Medical Leave	No PAF required	5:00PM EST on day before "call-in" day.	Must submit Family Medical Leave request and Physician's Certification Form to the HR dept.
Employee Termination	Term an EE	No paperwork required	5:00PM EST on day before "call-in" day.	
Personal Information	Manage EE data (same state address, emergency contact, etc.)	No paperwork required	5:00PM EST on day before "call-in" day.	
Personal Information (name change)	Name change through marriage.	New W4 with new name and a copy of an updated social security card.	5:00PM EST on day before "call-in" day.	The system should not be updated with a name change, if a new social security card with the new name is not secured.
Personal Information (address change)	Change of address out of existing state.	State tax withholding forms if applicable.	5:00PM EST 3 business days prior to "call-in" day.	An address change to a new state requires additional processing including tax and workers' compensation insurance coverage verification.
Personal Information (address change-terminated employee)	Change of address for a terminated employee	No paperwork required	N/A	
Employee Dependents	Add/edit EE dependents	No paperwork required	N/A	
Employee Event Log	Add key EE events	No paperwork required	N/A	
Health Data Record	Track Audit/Drug/Physical information for an EE	No paperwork required	N/A	
Skills Data Record	Add skills and educational information for an EE	No paperwork required	N/A	
Review Data Record	Add/edit EE review information	No paperwork required	N/A	
Event Codes	Add/edit Employee Event codes	No paperwork required	N/A	
Rating Codes	Add/edit Rating codes	No paperwork required	N/A	
Skill Codes	Add/edit Skills Data codes	No paperwork required	N/A	
Work Group Codes	Add/edit Workgroup (Work data) codes	No paperwork required	N/A	