

Welcome to Pay-Net!

We are so excited you've chosen Pay-Net as your payroll provider. Here are a few things you'll need to know to ensure a successful start to your service.

General Operations

Our payroll experts are happy to answer any questions you have during our business hours by phone or email using the contact information below. Our offices are open Monday – Thursday, 9:00am – 5:00pm (Pacific), and Fridays, 9:00am - 2:00pm (Pacific).

Pay-Net Operations

Email: operations@pay-net.net

Phone: 858-268-1000

Fax: 858-268-4515

Payroll Entry

Our clients enter payroll through our online platform, ReadyPay Online.

Once your implementation is complete, you will be given your login information, and you can attend one of our training webinars, held every Friday at 10AM (Pacific), and/or access instruction manuals and video tutorials [HERE](#).

Processing Cutoff

Payroll must be submitted by 2:00pm (Pacific), 1:00pm (Pacific) on Fridays. Any payrolls submitted after cutoff will be processed the following business day. Payrolls **must** be processed at least one business day prior to your check date; any late payrolls will be automatically adjusted to the next business day.

Printing and Delivery

We offer three options for printing your payroll checks/stubs:

- A. **Full Service:** we print checks and direct deposit vouchers for you.
- B. **Live Checks Service:** we print live checks only, no direct deposit vouchers. If a live check is not generated, nothing will be printed for you.
- C. **Printback Service:** our most popular option, a paperless service, where any live checks are printed or written out on-site, as needed.

Delivery Options are as follows:

- 1. Next Day Courier Service, provided by FedEx
- 2. USPS Mail Delivery
- 3. Pickup at our offices in Kearny Mesa