What to Expect for Payroll Processing

Obsidian HR's Payroll Processing

Your employer and Obsidian HR will work closely to ensure payrolls are processed accurately and on time. This document will outline your responsibilities as an employee to properly process your pay.

Employee Responsibilities

Along with your employer, Obsidian HR is responsible for ensuring all employees are paid correctly and on time. However, to do so, it is paramount that you adhere to the following responsibilities regarding your pay:

- Provide advanced notice to your employer of any move, including locally and out-of-state moves. Changes to your address may require additional registration for your employer and tax changes for both you and your employer.
- Paid Time Off is accurately entered.
- Over time hours worked are properly annotated.
- Your employer is aware of planned leave of absences.

Employee Interactions with Obsidian HR's Service Team

If at any time you have questions or concerns with your pay, please contact your employer. Your employer may direct you to email Obsidian HR at help@obsidianhr.com or call Obsidian HR at 303-802-2055 to rectify the issue, or your employer will resolve the issue on your behalf.