



NTI Payroll Policies

Contacting NTI Payroll

All correspondence, questions, and concerns for the NTI Payroll Department must be submitted via e-mail to [NTI Payroll Department](#). All e-mails will be responded to in a timely manner. Please do not call or leave messages for the NTI Payroll Department. The reason for this is payroll issues/questions involve research, and we are usually unable to give you an answer on the spot. E-mail gets you the quickest response to your payroll inquiries.

Payroll Schedule

NTI has a bi-weekly payroll schedule. You are paid every other Friday. Please refer to the [Payroll Schedule](#) in the "Employees" section of the NTI website for a detailed list of NTI pay periods and the corresponding pay dates.

Wage Payment Method: Direct Deposit

NTI highly recommends to all our employees to take advantage of our direct deposit services to receive their earnings each pay period. Direct deposit is the fastest and safest way to receive your earnings each pay period to your own personal checking or savings account.

To start direct deposit, click on the following link to the [Payroll Direct Deposit Authorization](#) form (found in the [Download Forms](#) area of the "Employee" section of the NTI website). This form is completed right online and is a simple and **SECURE** transmission to the NTI Payroll Department. Direct deposit usually takes 1-2 payroll periods to become active once you submit your [Payroll Direct Deposit Authorization](#) form.

A live check is mailed to you until the direct deposit is verified by ADP and becomes active.

To change your direct deposit account information with NTI, you must submit another [Payroll Direct Deposit Authorization](#) form. You can cancel direct deposit services at any time by sending a request to the NTI Payroll Department at [NTI Payroll Department](#). When a new direct deposit is submitted, it also takes 1-2 payrolls for the new direct deposit to become active. A live check will be mailed to you until the new direct deposit information is verified and becomes active.

NTI only allows one checking/savings account per employee to receive 100% of the earnings each pay period. We are unable to deposit percentages of earnings to multiple accounts.

If you have a debit card from another financial institution that is not directly tied to a personal checking or savings account, you may also be able to have your earnings direct deposited to this card. Contact the issuer of your card to find out if your employer can direct deposit your earnings to the card. If so, you will need to submit the [Payroll Direct Deposit Authorization](#) form letting us know if the account tied to the card should be processed as a checking or savings account, as well as the ABA routing and account numbers associated with the card.

Please note: By electronically signing the [Payroll Direct Deposit Form](#), you are giving NTI the right to initiate a direct deposit reversal if a discrepancy is discovered in the payment of your earnings. The NTI Payroll Department will notify you if a reversal of a deposit will occur. NTI will issue to you the correct earnings as soon as possible in the form of a manual check.

Wage Payment Method: Aline by ADP

For those employees who do not wish to utilize direct deposit services to their own personal checking or savings account, or a personal debit card, NTI is pleased to offer the Aline by ADP wage payment method **FREE of charge** to all employees. Aline by ADP wage payment system consists of the Aline debit card and Aline check. For an introduction to Aline by ADP, please review the [Aline Card Introduction](#) document located on the NTI@Home website.

The Aline Card is a Visa debit card that your earnings would be deposited to each pay period. The Aline Card does not require you to have a bank account. Your money can be accessed through an ATM, money transfer or point of sale transaction. You can also take your Visa debit card to any one of the thousands of Visa member branch banks nationwide on pay day and withdraw your earnings from the card through a bank teller **FREE of charge**.

If you prefer to continue to take a check to the bank for each of your payrolls, the Aline Check will allow you to do so. You will obtain FREE checks from the Aline by ADP program that can be used as your payroll check and on pay day. You will call a phone number to get an authorization code for your check and be able to cash your check on the actual pay day and not have to wait for a check to come to you in the mail. Click the following link to learn more about the [Aline Check](#).

While most transactions through the Aline by ADP program are free of charge, please note that certain transactions do have a fee associated with them. We highly recommend you familiarize yourself with the [Aline-Avoiding Fees](#) document to understand what transactions do incur a fee if you choose to utilize this wage payment option.

For a full list of documents explaining the different features of the Aline by ADP wage payment method, please visit the [Employee Forms](#) area of the NTI@Home website and scroll down to the NTI Wage Payment Options area.

Please note: You can only self-issue a check through the Aline by ADP wage payment program if you DO NOT activate the Aline Card. If you activate the Aline Card, you would use the card to self-issue funds. The checks can be used to pay other parties.

Please note: If you do not elect direct deposit to your own bank account, you must enroll in the Aline by ADP program to receive your wages from NTI. To enroll, please submit the [Aline Card/Check Enrollment Form](#) to the NTI HR department.

Please note: By signing the [Aline Card/Check Enrollment Form](#), you are giving NTI and ADP the right to initiate a deposit reversal if a discrepancy is discovered in the payment of your earnings. The NTI Payroll Department will notify you if a reversal of a deposit will occur. NTI will issue to you the correct earnings as soon as possible in the form of a manual check.

iPay

All NTI employees can view and print their earnings statement each pay period through the ADP iPay program. iPay gives you 24-hour, 7-day a week access to all of your NTI earnings statements and year-end W-2 form. NTI employees must sign up for their iPay account when they receive their first payroll from NTI.

**We highly recommend that each pay period you print your earnings statement (as well as year-end W-2 form) and keep it in a safe place for future reference. You may also want to store this documentation somewhere electronically for future reference. iPay will give you access to three years worth of earnings statements and year-end W-2 forms, however you will not be able to access these forms after the three-year time period through iPay, nor is NTI able to provide past earnings statements or W-2 forms to you another way. It is each employee's responsibility to keep and maintain these records for future reference.

To request your iPay username and/or to have your password reset, please email [NTI Payroll Department](#).

Please note: NTI does not mail earnings statements. The earnings statements you receive through iPay are your official earnings statements.

Retroactive Pay

If NTI owes you pay for earnings not reported in time to be included in a particular payroll, the NTI Payroll Department will include these earnings in the next available payroll.

In instances where the earnings are deemed a significant amount of money, the NTI Payroll Department will issue an off-cycle pay to an employee by issuance of an ACH transfer to the employee's bank account on file or by funds transfer through the Aline by ADP program. These circumstances will be dealt with on a case-by-case basis by the Finance Manager and/or the Director of Finance.

You will have an earnings statement available through iPay in the Pay Adjustments section of iPay, as well as any earnings and deductions will be added to your year-to-date totals, with the processing of the next scheduled payroll.

Overpayment

If NTI overpays you earnings you did not earn, the NTI Payroll Department will notify you of the situation and deduct these earnings from the next scheduled payroll. In some instances, a stop payment of a payroll check or reversal of a direct deposit may need to occur. In these instances, the NTI Payroll Department will notify you as soon as possible as to what is occurring with the paycheck or direct deposit and issue you a manual check with your correct earnings.

Fee for Overdrawn Funds from Bank Accounts

NTI is not responsible for any fees you may incur due to the overdrawing of funds from your own personal bank account due to the reversal of a direct deposit or late direct deposits. We highly recommend you check your deposits and/or iPay statements to make sure your deposited earnings are correct for each payroll before you withdraw any funds from your account.

Lost Paychecks/Direct Deposit Reversals

NTI mails all live paychecks through the United States Postal Service (USPS) from Boston while direct deposit and Aline by ADP information is in the verification process. While we try to get your direct deposit or Aline by ADP verification completed prior to your first payroll, this is not always possible depending on hire dates and the payroll schedule.

On rare occasions, a paycheck may get lost in the mail in route to you. If you do not receive your paycheck after five (5) business days from pay date, please e-mail [NTI Payroll Department](#) and let the NTI Payroll Department know of the situation. NTI Payroll will initiate a stop payment on the check and issue a manual replacement check, an ACH funds transfer to your bank account on file, or funds transfer through the Aline by ADP program, when confirmation of the stop payment is received from ADP. The stop payment and reissue of pay process will not be started before the five business day waiting period. We have no control over the delivery of the mail. Only the USPS does.

Please note there will be a \$25.00 stop payment fee deducted from any reissue of your earnings should NTI need to initiate a stop payment and reissue the earnings if you receive and lose a payroll check or if you fail to update your address with NTI prior to a payroll submission.

There may also be instances where you require NTI to do a direct deposit reversal due to circumstances such as the closing of a checking/savings account that you did not notify NTI of prior to a payroll submission. For all direct deposit reversals, there will be a \$25.00 direct deposit reversal fee deducted from any reissue of your earnings.

Daily/Weekly/Monthly Hour Requests

NTI cannot accommodate employee requests for daily, weekly, and/or monthly payroll hours or wages. It is the responsibility of the employee to track their daily, weekly and/or monthly hours for the purposes of SSA benefits or any other benefits you may require this information for. NTI provides you with 24-hour, 7-day a week access to your bi-weekly payroll hours and wages through your iPay statements, which includes your gross pay, net pay, total hours paid for in the two week pay period, pay period begin date, pay period end date, and actual pay date. You may be able to access daily, weekly and/or monthly hour information through the systems of the Employer of the Contract you are working, however, we cannot guarantee this. You should speak directly to the Supervisor or Lead of the contract you are working on to see if their systems can provide you with daily/weekly/monthly hours information.

Reporting Wage and Employment Information to the Social Security Administration Requirements of the Ticket to Work Program

If you are an SSA beneficiary participating in the Ticket to Work program, you do have an obligation to inform the SSA that you have started work as well as other pertinent information to being employed. We have received guidance on this matter from the SSA that we would like to share with you to help you meet this obligation:

What wages do beneficiaries need to report?

Beneficiaries should notify the SSA immediately if:

-They start or stop work.

-Their duties, hours, or pay change.

-They start paying for expenses necessary to work, due to their disability.

In certain circumstances, Supplemental Security Income (SSI) beneficiaries must also report earnings for others. Here are a few examples:

-Spouse, if he or she lives with the beneficiary,

-Parent(s), if the beneficiary lives with them and is younger than age 18, and

-Sponsor, if the beneficiary is not a U.S. citizen, even if the sponsor does not live with the beneficiary.

Beneficiaries may report changes in work activity through phone, mail, or in person. To report wages by phone, they may call the SSA automated phone system at 1-800-772-1213. Alternatively, they may mail or take their pay stubs to their local Social Security office at the beginning of each month. Pay stubs should include overtime, vacation pay, and bonuses.

Beneficiaries may find their local office by going to the SSA website at <http://www.socialsecurity.gov>. They should also submit receipts for disability-related items or services necessary for work. The SSA will provide beneficiaries with a receipt to verify their report, which they should keep with all other important papers from Social Security.

Beneficiaries should report their wages as soon as they receive the last pay stub each month, but no later than the 10th day of the next month. For example, the SSA must receive all January pay stubs no later than February 10th. Beneficiaries should also report any changes in the amount of their wages no later than the 10th day of the next month.

It is important you report all required information timely and accurately to ensure you do not encounter an overpayment of benefits.

The following resources may be of assistance to you in meeting your SSA reporting requirements:

-Reporting Your Wages When You Receive Supplemental Security Income (SSI) -

<http://www.socialsecurity.gov/pubs/EN-05-10503.pdf>

-Overpayments - <http://www.socialsecurity.gov/pubs/EN-05-10098.pdf>

-Working While Disabled—How We Can Help - <http://www.socialsecurity.gov/pubs/EN-05-10095.pdf>