

Getting paid at TERRA Staffing Group

Please review this information to determine how you'd prefer to be paid and when you will receive your pay. For all pay methods, TERRA's standard work week is Monday through Sunday but may be changed to match a specific client's work week. If it is changed, you will be notified of your new work week. Timecards are due the following Monday by 8am and payday is every week on Friday (5 days after the week ending that you worked).

****** If you have ever worked for TERRA Staffing Group before please check with a TERRA representative to see if the payment method we have on record for you is still current******

Payment methods

Direct Deposit: TERRA's preferred payment method that conveniently delivers funds into your bank account the morning of payday. The quickest way to enroll in direct deposit is to access your account on terrastaffinggroup.com and enter your information. Direct deposit information must be added to your account no later than the Wednesday before payday to guarantee payment by direct deposit Friday morning. If you have any difficulty accessing your account or don't have a computer, you can contact TERRA for assistance with setting up your direct deposit.
IMPORTANT: If your account information changes and is out of date contact a TERRA representative as soon as possible.

Global Cash Card: TERRA's default payment method. It is a VISA cash card that can be used to receive your funds on a weekly basis. If you do not enroll in direct deposit, you can pick up your cash card from any TERRA office on your first payday. The Global Cash Card charges fees on some transactions.



Logging into the Online System

To access the online system go the TERRA website at www.terrastaffinggroup.com and click sign in at the top of the screen, or scroll to the middle of the screen for a second login field. Enter your user name and password to continue.



Username and Password Information

Your username is the email address you provided TERRA. Your default password is your Social Security number. Once logged in you will be promoted to change your password. If you need help resetting your password please contact a TERRA representative.

Once you have logged in...

The screenshot shows a user dashboard. On the left is a profile card with the text 'Your Name Here', a placeholder for a profile picture, a 'Change Password' button, and links for 'Summary' and 'Helpful Tip'. The main navigation bar at the top includes 'Start', 'About Me', 'Resume', 'Jobs', 'Timekeeping', 'Payroll \$' (highlighted with a green box), and 'Benefits'. Below the navigation bar is a 'Get Started' section with three buttons: 'Frequently Asked Questions', 'Staffing Handbook', and 'Industrial Handbook'. The 'Payroll \$' section contains fields for 'SSN / TIN' (with a 'View Entire SSN / TIN' link), 'Available Date' (set to 04/21/2015), 'Desired Pay', 'Permanent or Temporary?' (a dropdown menu), and a 'Your work preference' label.

To get started select the 'Payroll \$' tab. Select the 'Add New Direct Deposit' button to enter your information

This screenshot shows the 'Add New Direct Deposit' form. The background shows the 'Payroll \$' tab selected, with sub-tabs for 'Direct Deposit', 'Pay History', and 'W2 History'. The 'Direct Deposit' sub-tab is active, showing a '+ Add New Direct Deposit' button. The modal form for adding a new direct deposit includes the following fields and options:

- Bank Routing #**: 123000220 (with a green checkmark icon and 'Us Bank N.A.' displayed to the right)
- Bank Account #**: ***** (with a green checkmark icon)
- Bank Account # - Reversed**: 987654321 (with a green checkmark icon)
- Account Type**: Radio buttons for 'Checking' (selected) and 'Savings'
- Buttons**: 'Clear' and 'Save' (the 'Save' button is highlighted in green)

You will be asked to enter your routing number, and your account number. When you enter your routing number it will show your bank name. If it doesn't show a name, or an incorrect name, then it's not a valid/correct routing number. To make sure you enter your account number correctly you will need to enter it reversed in the line below for verification. Once you enter your account information correctly the save button will become solid for you to select and submit.

The system will make sure you want to move forward. Submitting your direct deposit will override any existing direct deposit on your account.

Warning!

This action will override the employee's existing direct deposit information.

Are you sure you want to proceed?

Cancel

Yes, I'm sure.

Once you click Yes, you will receive a message letting you know you have successfully set up your direct deposit information.

Success

Direct Deposit Info Submitted.

OK

If you have any questions or need assistance updating your direct deposit information please contact your local TERRA office.