

PAY CARD INFORMATION

ALTERNATE # FOR FSV - 877-798-6709

TREAT YOUR PAY CARD AS CASH AND KEEP IT IN A SAFE PLACE

IF	DO THIS	ADD'L / MISC
YOU ARE A NEW HIRE	YOU WILL BE ISSUED A PAY CARD ENVELOPE - COMPLETE THE ENROLLMENT FORM AND GIVE IT TO YOUR MANAGER. BOTH YOU AND YOUR MANAGER SHOULD CONFIRM THE DATA ENTERED INTO TALENTREEF WHILE TOGETHER. DO NOT ENTER THE NUMBER ON THE FRONT OF THE CARD, ENTER THE CARD ACCOUNT NUMBER THAT BEGINS WITH 343. THIS IS THE NUMBER THAT SHOWS IN THE WINDOW OF THE ENVELOPE.	NEW CARDS CAN ONLY BE ACTIVATED 3 DAYS BEFORE PAY DAY - THIS MEANS YOU CAN ACTIVATE YOUR CARD THE SUNDAY BEFORE OUR WEDNESDAY PAY DATE.
YOU ARE A REHIRE	IF YOU HAVE AN EXISTING PAY CARD, AND IT'S NOT EXPIRED, YOU DO NOT NEED ANOTHER CARD. IF YOU DON'T HAVE THE PREVIOUSLY ISSUED CARD, YOUR MANAGER WILL PROVIDE YOU WITH ANOTHER ONE AND THE CARDS CAN BE LINKED BY CALLING THE PAY CARD COMPANY. (SEE "LOST OR STOLEN PAY CARD").	
YOU TRANSFER	YOU DO NOT NEED A NEW CARD FOR EACH STORE. CONTINUE TO USE THE CARD YOU HAVE.	IF YOU NO LONGER HAVE YOUR CARD, FOLLOW INSTRUCTIONS FOR LOST OR STOLEN PAY CARD
YOUR DIRECT DEPOSIT HAS BEEN RETURNED TO US BECAUSE YOUR ACCT HAS BEEN CLOSED OR THE NUMBER WAS ENTERED INCORRECTLY	YOU'LL BE ISSUED A NEW PAY CARD - THIS HAPPENS WHEN ACCOUNTS ARE CLOSED/FROZEN OR WHEN ACCOUNT NUMBERS ARE ENTERED INCORRECTLY YOU WILL BE TOLD TO PICK UP YOUR CARD FROM YOUR STORE AND IT WILL HAVE YOUR NAME ON THE ENVELOPE. ONCE YOU HAVE YOUR NEW CARD, IT WILL ALREADY BE FUNDED, YOU WILL NEED TO ACTIVATE IT AND CREATE A PIN# TO USE IT AS AN ATM CARD. THE PAY CARD WILL BE ENTERED IN PAYROLL FOR YOU AS YOUR FORM OF DIRECT DEPOSIT UNTIL / UNLESS THEY CHANGE IT IN GREENSHADES, UNLESS OTHER ARRANGEMENTS HAVE PREVIOUSLY BEEN MADE.	THE RETURN OF YOUR FUNDS CAN TAKE FROM 2 DAYS UP TO 2 WEEKS. WE HAVE NO CONTROL OF HOW LONG FINANCIAL INSTITUTIONS TAKE TO RETURN FUNDS. WE PULL OUR REPORTS AND FUND CARDS NORMALLY BY 10 AM. WE WILL CONTACT YOU AT THE NUMBER WE HAVE TO NOTIFY YOU TO PICK UP YOUR CARD FROM YOU MANAGER.
YOUR CARD IS LOST OR STOLEN	GET A NEW PAY CARD FROM YOUR MANAGER (UP TO 3) AND CALL THE PAY CARD COMPANY TO HAVE THE NEW CARD LINKED TO THE OLD CARD. YOU WILL HAVE TO CREATE A NEW PIN BUT THE CARD WILL BE ACTIVE ONCE IT'S LINKED. YOU WILL THEN HAVE ACCESS TO ANY FUNDS ON THE OLD CARD.	<u>THERE IS A LIMIT OF 3 PAY CARDS WE WILL PROVIDE -</u> AFTER THAT, YOU WILL NEED TO CONTACT THE PAY CARD COMPANY TO HAVE A NEW CARD MAILED TO YOU
YOU ARE A NEW EMPLOYEE AND HAVEN'T RECEIVED YOUR DEPOSIT TO YOUR CARD	**CHECK YOUR PAY STUB IN GREENSHADES** **VERIFY YOUR DIRECT DEPOSIT INFORMATION IN GREENSHADES** IF YOU SHOW EARNINGS FOR THE PERIOD, PLEASE CHECK YOUR CARD AGAIN AFTER 12 NOON - SOMETIMES NEW HIRES ARE FUNDED AROUND NOON.	

CONTACT INFORMATION -

USE ONLY AFTER YOU HAVE CONFIRMED YOUR DIRECT DEPOSIT ACCOUNT NUMBER AND THAT YOU RECEIVED HOURS FROM YOUR PAY STUB IN GREENSHADES

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