



FAQs

Q: What should I do if I cannot make it to work or I am running late?

A: Call your supervisor as soon as possible. If you are unable to speak directly, leave a voicemail and call again a second time. You can also try calling the office's main phone number in order to reach a supervisor. Be sure to get this contact information on your first day on the job. Please notify your Cybertech recruiter at 800.505.0414, as well.

Q: Who do I call if I have any questions about my employment?

A: Feel free to call your recruiter if you have any questions, concerns or updates.

Q: When are my timesheets due?

A: Timesheets are due every Monday by Noon EST. If your timesheet is not online, you may fax to 734- 468-1217 or email timesheets@cyber-inc.com. Timesheets must have supervisory approval. Photos are generally not accepted. If your timesheet is late, your recruiter will call or text a reminder.

Q: Where can I view my paystub?

A: You can view your electronic paystub through [Paychex Flex](#). If you lose the instructions for setting up your account, contact your recruiter for assistance.

Q: Who do I call if something seems to be wrong with my paycheck?

A: Call your recruiter if you believe there is a problem.

Q: How do I get my W2 for taxes?

A: Your W2 is mailed to you at the end of January each year. If you have moved during the year, be sure to send us your updated address by December 31 so we can get your W2 mailed to your new address. Also, your W2 is visible at the Paychex online site so please keep those logon instructions.

Q: Can Cybertech help my friends and family find new jobs?

A: We sure can! A good first step is to visit our job board at <http://cyber-inc.com/job-seekers/jobboard/>. Your friends and family can apply online for jobs that are of interest. Job seekers can also follow us on social media to hear about the newest job openings. Let us know that you referred someone to us by sending a copy of those resumes from friends and family to your recruiter. If we get your referral hired, you become eligible to earn a referral bonus