



## Event Pay Policy

### **IMG Salaried employees who work an ANZ event:**

1. Salaried employees will be paid through IMG.
2. IMG to pay employee's regular salary.
3. Salaried IMG employees must submit hours in excess of 8 hours per day to IMG HR [hr@innwavemarketing.com](mailto:hr@innwavemarketing.com) and they will be repaid at the employee's regular rate of pay.
4. Travel time will not be paid to salaried employees whether inside or outside of normal business hours.
5. IMG salaried employees will not receive holiday pay if the event is held on a holiday, you will only receive your standard rate of pay for that day.
6. Please submit all other travel expenses on the IMG expense report template and send to [ap@innwavemarketing.com](mailto:ap@innwavemarketing.com).

### **IMG Hourly employees who work an ANZ event:**

1. Must clock in/out in Paylocity for all time worked, including travel time.
  - i. Travel time is defined as traveling from rest area to rest area (ie: from home to the hotel at destination point).
2. Hourly employees will be paid through IMG.
3. IMG will pay hourly employees according to the following for events worked during a holiday:
  - i. IMG hourly employees who work an event on a day designated as a recognized IMG holiday will holiday qualify for holiday pay. See the payroll calendar for a list of IMG recognized holidays. IMG will pay holiday pay on the actual day of the holiday, not on the observed day.
  - ii. Hours worked on a paid holiday will be paid by IMG at 1.5x the regular rate of pay and full time employees will receive 8 hours of paid holiday in accordance with IMG's policy.
4. Please submit all other travel expenses on the IMG expense report template and send to [ap@innwavemarketing.com](mailto:ap@innwavemarketing.com).

For IMG employees, no W9 forms are required. Please obtain a signed event contract from each attendee and forward a copy to HR for their files.

Anyone working the event who is not an IMG employee will be paid through ANZ. HR is not involved with those payments, but accounting will need a signed W9 form for each person to set them up in the system. The W9 form is needed only one time per person and not one time per event.

Managers, please continue to submit lists of event attendees to HR, including the dates worked/planned to work. We need the lists no later than the Monday before the pay day that covers the event dates. If the event falls on a holiday, we will need to make manual adjustments to their pay calculations to pay them OT for the hours worked on the actual holiday, as per the policy.

