



Employee Name:

PLEASE READ THOROUGHLY. THIS IS IMPORTANT INFORMATION CONCERNING PROCEDURES FOR YOUR TEMPORARY ASSIGNMENTS.

If you are on assignment and are sick or running late and cannot report to work at your scheduled time, please call Megan Clawson or Kelly Crego, in the temporary division to let them know. Then immediately call the company. Do NOT call your Direct Hire Recruiter. You may leave a detailed message in either Megan or Kelly's voice mail if they are not available. Please report any illnesses or days off as soon as possible so they may be handled promptly.

YOU MUST FAX IN YOUR TIMECARD by the end of your workday on Friday for the week just worked. If your timecard has not been received by the end of the day on Friday, we will NOT be able to process your hours worked until the next pay period. Timecards received late will delay your paycheck until the following week.

Remember—it is your responsibility to get your hours in on time.

If your assignment ends mid-week —**please fax your timecard to us before you leave your assignment.** Do not rely on the postal service to get your timecard here before Friday.

If you are on assignment and realize you do not have a timecard with you, contact our office and we will be happy to fax one to you. If you can't get a signature, please call or email **Nicole Aggreh** in payroll to discuss your hours worked for the week.

We offer direct deposit. If you would like to use direct deposit, please fill out the attached form with your banking information. Please be aware that it will up to ten (10) business days for your initial direct deposit check to be deposited. Therefore, you will receive your pay check without direct deposit for one (1) to two (2) weeks. This being the case please mark off on your timecard "mail" or "pick-up" for your pay check during this time. Checks are available after 8:00 a.m. on Thursdays. If you select "mail check" on your timecard, your check will be mailed out on Thursday morning. If you select "pick up check," your check will be held in our office until you pick it up. If you elect to send someone else to pick up your check, they must have a signed note from you giving permission to do so.

Once the checks are in the mail, we can only verify that they were mailed; we have no control over the U.S. Postal Service delivery. Please wait five business days (including Saturdays) before reporting your check has not arrived and remember to keep in mind any holidays, which will cause delays in mail service. If you lose your paycheck, please contact **Nicole Aggreh** in payroll, immediately.

If there is any change in the above procedures, you will be notified by a memo in your paycheck. **PLEASE READ ALL MEMOS CAREFULLY.**

I have read and understand all of the above information.

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Employee Signature

Date

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Company Representative Signature

Date