

Contract Payroll Services

Documents Needed

Dear Contract Payroll Services (CPS) Temporary,

Enclosed are the documents we need in order for you to be payrolled by CPS (Employer of Record for Cendrick Personnel). Please accurately complete the following documents and fax them to us immediately at 1(817) 446-4154 :

1. Temporary Applicant Guidelines - Read and sign.
2. Timesheet – Be sure your timesheet is completed, signed by you and then **signed** by your supervisor.
3. W-4 - Fill out the bottom part completely and sign it.
4. I-9 Employment Eligibility Verification - Complete and sign the **top** half of the form.
5. Xerox your Driver's License **and** either your Social Security Card or Birth Certificate.

Always have a signed copy of your time sheet in our office by **6:00 PM on Friday**. Time sheets should be faxed to 1(817) 446-4154. Please give the original to your supervisor and keep a copy for yourself. Your check will be mailed Wednesday morning to your home address (or the address you specify) unless a holiday falls on Monday, then payroll will be delayed until Thursday. If your time sheet is not in our office on time, your check will be ready the following week. We cannot process any time sheets without the proper signatures. If you have any questions, please contact CPS or Cendrick Personnel at 1(817) 446-4154.

We are pleased that Cendrick Personnel has chosen us to be your Employer of Record for this assignment. Although Cendrick Personnel arranged for your assignment, Contract Payroll Services will be your employer of record and as such will send your W-2 at year-end for tax purposes (please make sure to notify us of address changes).

Thank you for representing Contract Payroll Services and Cendrick Personnel in a professional manner. We appreciate you!

Sincerely,

Frank Hernandez