

Welcome to Contract Payroll Services the payroll service for Cendrick Personnel. We are happy to have you work with us. As a temporary for Cendrick Personnel, there are guidelines which must be met to ensure a good working relationship.

1. Always have a signed copy of your time sheet in our office by **6:00 PM on Friday**. Time sheets should be faxed to our office at 1 (817) 446-4154. Keep a copy for your records and leave the original with your supervisor. Payroll will be mailed Wednesday morning (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 mailed the following week. We cannot process any time sheet without the proper signatures.
2. If your check is not received in the mail after seven working days, the check will be re-issued. If a check is re-issued prior to the seven-day waiting period, a \$20.00 stop-payment charge will be assessed to you. It is your responsibility to notify Contract Payroll Services of any address, name or tax filing status changes.
3. While on assignment, you are representing Contract Payroll Services and Cendrick Personnel as well as yourself. Appropriate dress and punctuality are stressed. Any problem or question should be discussed with your consultant, as well as any negotiations regarding permanent employment, change of scheduling, etc.
4. When you are sent on an assignment, you are expected to honor the original time commitment upon which you agreed. If your assignment is set for day-to-day and you have no commitment to continue, then you can leave as long as you notify our office by 1:00 PM. If the assignment is extended, notify us immediately. If on an indefinite assignment, one week's notice is expected. When assignment ends, you must call us within 24 hours to notify us of your availability. Cendrick Personnel phones are answered (answering machine during off hours) 24 hours a day, 7 days a week. After ending an assignment you must call to verify availability, at least once a week. If you do not call to verify availability, you have voluntarily terminated your employment with Contract Payroll Services. Unemployment benefits may be denied for failing to report back to Cendrick Personnel for reassignment.
5. If you cannot make it to your assignment for any reason, call Contract Payroll Services. We have an answering machine on 24 hours a day, so you can leave a message. If you do not show up for an assignment, and you do not call us, then you have voluntarily terminated your employment with Contract Payroll Services. Unemployment benefits may be denied for failure to report back for reassignment.
6. If you are seeking a permanent job and an interview opportunity arises, you are expected to interview after hours. If you cannot arrange an after hours interview, call us and we will try to arrange an alternative for you.
7. Contract Payroll Services pays approved overtime at time-and-one-half for any hours over forty in a one-week period of time.
8. Temporary Guidelines are subject to change at the discretion of Contract Payroll Services.
9. Helpful Reminders · Make several copies of your blank time sheet to use in future weeks. · It is your responsibility to fax the time sheet to us yourself to avoid any delay in receiving your check. · When your temp assignment is ending, please check the appropriate box on your last time sheet to us and call Cendrick Personnel at (817) 446-0415 to inform them of your availability for further work. Failure to do so may negatively affect your employment status and relinquish your rights to pursue unemployment benefits

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_