



!!!WELCOME TO THE StaffSource QUALITY TEAM!!!

As a StaffSource employee you are joining many others who are finding rewarding and challenging work and who are helping StaffSource continue a long-standing reputation of integrity and professionalism in the staffing industry. While working on your assignment you will be representing StaffSource. We feel confident that you will carry on our tradition of professionalism and are proud to have you as a member of our team. Please read and agree to the terms and conditions of your employment by signing and dating this agreement.

GENERAL INFORMATION REGARDING POLICIES AND PROCEDURES

You are an employee of StaffSource. We will pay you, provide fringe benefits, take care of your withholding and make your matching contribution for FICA and Medicare. We will make all of the state and federal mandated payments.

You will be paid weekly. Please make sure you follow the payroll instructions on this information sheet in order to be paid on a timely basis.

If for any reason you cannot report to work you must notify StaffSource. We are available 7:30 AM – 5:00 PM, Monday – Friday. We have 24 hour phone coverage for after hours messages, and require a 24-hour notice if you are unable to report to your assignment. If you fail to report your absence or are tardy for an assignment, you will be considered to have left work voluntarily, without cause and unemployment benefits may be affected. Our phone number is 770-612-0088.

Stay in touch with StaffSource and keep us informed! When your assignment is completed, notify us so we can arrange a new assignment for you. It is your responsibility to inform us of your availability. If we do not hear from you we will assume you are not available.

The BEST way to report your availability is VIA EMAIL. We check this daily and will contact you if we have a position that you qualify for. You may include an updated resume in this email for review. Our Email address is: avail@ssiatlanta.com. You must call in on a weekly basis if you do not have access to email. Calls are returned when we have a position that you qualify for. Please note that you must contact us on a weekly basis regarding your availability or your unemployment benefits may be affected.

Your reputation and ours is at stake and we view every assignment as very important; so be there on time, and be there every day for the duration of your assignment. Remember...Assignments should be viewed as unbreakable commitments. The time to think about whether you can accept an assignment is before you say yes! Once you accept, you have an obligation. StaffSource, Inc. is not responsible for ANY personal items left at a client company.

For any StaffSource associate who does not show for work or walks off the job prior to the end of his/her shift or assignment will be paid minimum wage for all time due.

PAYROLL INFORMATION

Payday is on Thursday. You may pick up your check after 12:00 noon or request that it be mailed.

It is your responsibility to keep an accurate record of the hours you work. Make sure your time sheet is signed by your supervisor at the end of the week or at the end of your assignment. Make sure you indicate whether you want to pick up your check or have it mailed. If it is not marked, the check will automatically be mailed at 4:30 PM on Friday.

Time sheets are due on Monday before 12:00 noon. You may fax your time sheet to our payroll office at 770-612-0089. If you have any questions please do not hesitate to call our office.

If your check is lost in the mail or is misplaced a replacement check may be re-issued. It is suggested that you wait at least 5 business days before a check that is delayed by the postal service be re-issued **You will be responsible for the stop payment fee charged by the bank. The current fee is \$30.00**

We require a 24-hour notice if you cannot complete your assignment. If you do not complete your assignment with at least a 24-hour notice you will be paid at a reduced rate for the entire assignment.

No paychecks will be issued on an unsigned time sheet.

I have carefully read and agree to all of the terms and conditions stated regarding my employment and fully understand my obligations and duties as a StaffSource, Inc. employee. I also acknowledge that I have received a copy of this document for my records.

Employee Signature and Date

StaffSource, Inc. Representative