

## DENVER TEMPORARY EMPLOYEE INSTRUCTIONS

As a Temporary Employee of The Specialists Group, you are on our payroll. Please follow these instructions to ensure prompt and accurate payment. If you have any questions regarding your assignment or the instructions below, please don't hesitate to contact the Denver office at 303-296-3388.

The Specialists Group pays Temporary Employees weekly, and our pay period runs from Monday to Sunday.

### **TIMECARDS**

Enter your *NAME, JOB ORDER NUMBER, LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER, WEEK ENDING DATE* and *COMPANY NAME* every week on your timecard. EMPLOYEE SIGNATURE AND VALID CLIENT SIGNATURE ARE REQUIRED EVERY WEEK. Time cards not completed in full may cause a delay in paycheck processing.

Leave *CUSTOMER COPY* (the top sheet) with your supervisor and keep *EMPLOYEE COPY* (the yellow sheet) for your records. Please be sure to fax or email the *PAYROLL COPY* to The Specialists Group by 5:00pm Monday, and then stamp and mail the original *PAYROLL COPY*. Fax Number for our accounting department: 316-267-1085 or email to [ms@tsgstaff.com](mailto:ms@tsgstaff.com).

Timecards not received by 5:00pm Monday will not be paid until the following week. Please use a new timecard each week, and a separate timecard for each assignment. One additional timecard will be included with your weekly paycheck. Should you require more timecards, please contact your local Specialists Group office or print one from our website [www.tsgstaff.com](http://www.tsgstaff.com) – select the Temp Forms menu option.

### **PAYROLL FORMS**

A paycheck CANNOT BE ISSUED unless completed W-4 and I-9 Forms are in our office. Federal regulations require both Forms to be completed BEFORE issuing a paycheck.

If you did not complete a W-4 or an I-9 Form, please complete the enclosed Forms for payroll withholding and employment eligibility verification. These forms and additional time cards can also be accessed on our website [www.tsgstaff.com](http://www.tsgstaff.com) – select the Temp Forms menu option.

**We must have copies of the acceptable documents (i.e. State Drivers License, Social Security Card, Passport, etc.)** with the I-9 Form. Please check the back of the Form for a list of acceptable documents. When completed, please fax or email the completed Forms back to us as soon as possible to avoid any delays in processing payroll. Fax Number for our accounting department: 316-267-1085 or email to [ms@tsgstaff.com](mailto:ms@tsgstaff.com).

### **PAYCHECKS**

Paychecks will be mailed to you the following week. If you have a new mailing address, please notify your local Specialists Group office as soon as possible. Failure to do so may result in your weekly paycheck being delayed.

### **INJURIES**

If you sustain ANY INJURY on an assignment, no matter how minor, please contact your local Specialists Group office IMMEDIATELY. You may be entitled to Workers' Compensation Disability Benefits if a work related injury causes you to lose time from work.

### **CONTACTING US**

As an employee of The Specialists Group, all contact regarding your assignments should be made directly to our office, and not with the Client. Particularly, you should CALL your local Specialists Group office IMMEDIATELY if:

- you are ill and cannot work any day you are scheduled on an assignment
- you are going to be late for work any day you are scheduled on an assignment
- you will need time off or will otherwise be unable to work any day of an assignment that you have accepted

Also, please contact our office when you have completed an assignment to let us know that you are available for new assignments. It is also important to check the appropriate box on your timecard indicating that you ARE or ARE NOT available for other assignments.