



5177 Richmond Ave. #795  
Houston, TX 77056  
713-627-8883 Phone 713-627-8788 Fax

The Temporary Division of The Specialists Group plays a very important role in the company's success. We appreciate the fact that you are cooperating with us in making this service available to our clients.

However, we realize that you may be primarily interested in regular employment. Some of the organizations we serve select personnel through what is often referred to as "temp to hire." This is sometimes a good option for individuals who are seeking the right long-term career.

Whether you are interested in just temporary assignments or "temp to hire", you will find the following time card and payroll instructions helpful.

1. For prompt payment, enter your Name, Week Ending Date and Company Name on your time card. Employee Signature and a valid Client Signature are required. Time cards without signatures and not completed in full cannot be guaranteed prompt processing and checks may be delayed. If you have a new mailing address, please contact our office.
2. Please use a new time card each week and a new time card for each assignment. Additional time cards will be included with each paycheck. If you need more time cards, please call our office.
3. Detach and mail bottom time card copy to The Specialists Group. Leave customer copy with your supervisor and keep employee copy for your records.
4. **Please fax a copy of your time card to our office. Time cards need to be faxed to our office by 12:00 on Tuesdays. The hard copy may be mailed. Our pay periods are from Monday to Sunday. Time cards received after 12:00 on Tuesday for the previous pay period will not be paid until the following week.**
5. Call The Specialists Group if you are going to be late for an assignment or need time off and we will notify the Client. When you complete your assignment, call to let us know if you are available for new assignments. It is also important that you check the box on the time card to indicate if you are or are not available for continuing temporary work.
6. If you sustain an injury on the job, no matter how minor, please contact you local The Specialists Group office immediately. You will be entitled to Worker's Compensation Disability Benefits if the injury causes you to lose temporary work.
7. If you did not complete a W-4 and I-9 form in our office please complete the enclosed forms for payroll withholding and employment eligibility verification. We must have copies of the acceptable documents with the I-9 for. – (Please check the list on the back of the form). Return these forms to us in the enclosed envelope. No check can be issued unless the W-4 and I-9 forms are completed and in our office. Remember, as a temporary employee of The Specialists Group, you are on our payroll. If you have any questions, please call our local office.
8. Please remember, when picking up your paycheck, you will be asked to show a picture form of identification.

**Time cards need to be faxed to our office by 12:00 Noon on Tuesday**