

TEMPORARY EMPLOYEE INSTRUCTIONS

Commitment is the key to success!

- **Commit** only to assignments where you feel confident in your abilities.
 - **Commit** only to assignments where you know that you will be there for the agreed upon duration.
1. Call our office (415) 421-9400 if you're going to be late for an assignment and we will notify the client. Make us aware at least a week in advance if you need time off. When you complete your assignment, please call to let us know if you're available for a new assignment. Inform us of any changes in address or phone numbers.
 2. If you're sick or an emergency arises and you can't make it to an assignment call us ASAP so that we can notify the client. Please call by 3:30 pm the day you're out to let us know if you need another day off so that we can make any necessary arrangements.
 3. For prompt payment, enter your name, job order number, week ending date and firm name on your time card. Employee signature and valid client signature are required. Time cards without signatures or that are not completed in full, cannot be guaranteed prompt processing and may be delayed.
 4. Please use a new time card each week and a new time card for each assignment.
 5. Photocopy or scan the top time card copy and fax or email to our accounting department: (Fax) 1.316.267.1085; msanromani@tsgstaff.com Detach and leave the top time card copy with your supervisor, keep the employee copy (yellow) for your records, and mail the self-addressed bottom copy to Legal Specialists' home office in Wichita, KS.
 6. It is important to send us a legible copy of your time card weekly or as soon as you finish your assignment. Our pay periods are from Monday to Sunday.
- TIME CARDS RECEIVED AFTER TUESDAY FOR THE PREVIOUS PAY PERIOD WILL DELAY PAYMENT UNTIL THE FOLLOWING WEEK!!**
7. If you sustain an injury on the job, no matter how minor, please contact our office immediately. You will be entitled to Workers' Compensation Disability Benefits if the injury causes you to lose time from work.