EMPLOYEE GUIDELINES PAY SYSTEM

EMPLOYEE

CALL YOUR COORDINATOR:

- To notify CSI of your availability to work.
- When you arrive on the first day of a new assignment.
- Any time you will be absent from the assignment.
- Any time you anticipate being late.
- To notify CSI when you complete an assignment.
- With any questions regarding your paycheck.
- With any questions regarding your benefits.
- Should you experience any problems on the job.
- When you increase your skills and would like to be retested to reflect your improvement.
- If you change your name, address, phone number, or tax deduction status.
- Should the CSI client approach you regarding permanent employment with their company.

REQUIRED STANDARDS OF CONDUCT

When you are assigned to one of our clients—you are representing CSI. You are required to follow these company policy rules:

- Make every effort to arrive 10 minutes early for the first day of each new assignment.
- Introduce yourself to the client supervisor and ask about the proper time to take your lunch and what your instructions are for the successful completion of your duties.
- Dress in standard business attire for your assignment unless otherwise instructed by your Coordinator.

GUIDELINES

- Remember that you are there because of a real need on the part of the client. Make sure you clearly understand the client's requirements, deadlines, and procedures.
- Don't work overtime without client authorization.
- Do not discuss confidential client business with others.
- Do not disclose confidential information to the clients for whom you have worked.
- Always proofread your work.
- Do not make or receive personal phone calls on the client's time. Use your breaks or lunch hours for personal business.
- NEVER make a long distance phone call that would be billed to the client. In case of an emergency, please have the call charged to your home phone.
- Never give out your phone number.

ALWAYS CALL CSI FIRST
NEVER THE CLIENT

EXCESSIVE TARDINESS
AND
NO CALL / NO SHOW
ARE GROUNDS FOR
IMMEDIATE DEACTIVATION

PAY SYSTEM

TIME SHEET:

Your time sheet must be properly filled out and signed by both *you* and the *client* before it is valid. Remember, your time sheet is the basis on which you are paid—so please observe the following guidelines:

- Type or use a ballpoint pen when filling in the time sheet—you are making four copies!
- Turn in a separate time sheet for each assignment you work. If you have three assignments in one week—you will need to turn in three different time sheets. When you are on a long-term assignment that goes from week to week, continue to turn in a valid time sheet for each week worked.
- The Job Order # must appear at the top of your time sheet in the appropriate box.
- Enter the client company name, department, and address.
- Your proper name, mailing address, complete with zip code must be filled in legibly.
- Enter your employee number, signature, and Social Security # at the bottom of the time sheet.
- Enter the accurate days, dates, time started, time finished in the proper boxes. Fill in the amount of time taken for lunch to the nearest quarter hour. Total the actual *hours worked*, subtracting lunch taken, and give the total for the week to the nearest ¼ hour.
- Week ending date is the following Sunday.
- Request the client to sign and date the time sheet.

* Failure to call for another assignment may affect your unemployment benefits.