

About Work Assignments, Pay & Timecards:

1. When you accept a work assignment from us, make a note of the assignment details given by your Staffing Consultant.
2. Always take a timecard with you on your work assignment (unless otherwise instructed). The timecard is your "ticket" for getting paid for your work assignment. Fax, mail, email or drop off a copy of your timecard at the end of each week* or the assignment. The timecard must be filled out completely and it **must be signed by our client's agent or supervisor**. If you are without a timecard, be sure to contact us or you may download one from our website, hbstaffing.com. Note that when we cut your check we will hold it for pick-up *unless* you expressly request USPS mail or pickup by an authorized party.
3. Your timecard must be received by us no later than Monday AM following the week that you worked in order ensure that you will receive your check at week's end. **If your timecard fails to arrive in our office by Monday 12 pm -- your paycheck may be delayed one week or until we get your timecard*** (*must be signed).

If you get your timecard in to us (signed by both you and the client) on time, your paycheck will be available for mail or pickup on Friday after 12 noon.

4. Be sure that your timecard includes:

- * **Company name**
- * **Week ending date**
- * **Your Name**
- * **Last 4 digits of your Soc. Sec. number**
- * **"Hold" or "Mail" check?**
- * **Available For Work?**
- * **When Available?**
- * **Sign your timecard**
- * **Indicate Dates worked**
- * **Indicate Started time**
- * **Indicate Finished time**
- * **Indicate your lunch time**

PLEASE indicate hours to nearest quarter hour.

Example: If you start work at 7:57 am - Show 8:00 a.m.

If you work 6 or more hours you must take a min. 30-min lunch break. You are not paid for the lunch period.

* **If you work over 8 hrs in a day or over 40 hours in a week you will be paid overtime.**

If you are unsure as to your total regular and/or overtime hours, leave spaces "M" and "N" blank. Our Payroll Department will calculate appropriate #'s (and correct computation errors).

Do not, however, leave "start", "finish" or "less lunch" spaces blank. They must be filled in.

* **Have our client sign your timecard** and be sure to leave a copy of the timecard with the client's agent or supervisor.

Welcome to

HB Staffing

Administrative/Office

Special Events

Medical Office



www.hbstaffing.com

2120 Main Street, Suite 260

Huntington Beach, CA 92648

Phone: 714-960-2800

Fax: 714-960-6563

Email: info@HBStaffing.com

www.hbstaffing.com



Welcome to HB STAFFING!

ABOUT HB STAFFING:

HB Staffing is a full-service staffing company specializing in the placement of office, special events personnel and medical office personnel. At HB STAFFING, you will find a wealth of job and career opportunities.

The advantages of working through a service like ours is that we can present you with opportunities that you may not be able to secure on your own.

We can help you whether you are someone seeking a great career opportunity – or seasonal or part-time work only.

We receive:

- * Full-time positions
- * Part-time positions
- * Temporary work assignments

Often, temporary work assignments can turn into full-time positions.

If you qualify to be represented by us, we will attempt to match your abilities & desires with a job opportunity or work assignments that meet your needs and wants.

To qualify to work for or be represented by us, you must possess:

- 1. Good work ethics and dependability**
- 2. Positive, flexible attitude**
- 3. The ability to follow company policies**

OUR COMPANY POLICIES:

To be represented by HB STAFFING for temporary & temp-to-hire work assignments, you must agree to comply with the following policies:

1. Be flexible. It is okay to turn down a job assignment if it does not fit your needs, However, if you turn down too many work assignments, we will not be able to work with you.
2. When we obtain a work assignment that we feel fits your abilities and needs, we will offer the work assignment to you. **Once you accept the assignment, we expect you to arrive on time, do a good job and finish the job to its completion.**

3. If, because of **sickness or emergency**, you cannot arrive on a work assignment, you must notify us ASAP prior to the assignment – so that we can replace you. We have 24-hour voice mail for you to leave a message.

4. If you are going to be late for an assignment, we expect you to contact our office and let us know prior to start of the assignment.

5. If a client offers you a full-time job, we expect you to contact our office and let us know ASAP.

6. We also expect you to contact us if you:

- A. Are injured on a work assignment.
- B. Are having problems on an assignment.
- C. Feel that you are being discriminated against or harassed on the assignment.
- D. Want to be replaced on an assignment.
- E. You must give us at least **48-hours notification if you want to leave an assignment early.**

7. If you are not on a work assignment for us, call our office at least once a week to update your availability for work. We “time-stamp” your availability notice which enables us to easily access you when a position comes open. **If you have completed a work assignment for us, call our office within 48 hours of completion or we will assume that you terminate voluntarily from our employment.**



BENEFITS OF WORKING FOR HB STAFFING:

- ✓ Great work opportunities located in Orange County (near you!) & career guidance!
- ✓ An on-line Career Center to help you to write a better resume, interview to the best of your ability & write thank you letters.
- ✓ Weekly Pay & Referral Bonuses:
 - * Refer a friend or associate for work to HB STAFFING. If we place them on a direct hire or temporary work assignment, after they complete 80 hours of work – you will receive a \$50.00 Bonus Check. (Your friend/associate must fill out a Referral Slip for you to be eligible to receive the bonus.)

- ✓ Holiday Gifts, Parties and Events
- ✓ A great team that cares about your success and is always there to help you if & when you need it!

