

# NEW HIRE CONTRACT EMPLOYEE AGREEMENT

Please read the below guidelines and sign acknowledging you have read and understand AccruePartners Temporary Agreement and requirements.

## MANDATORY DOCUMENTS

All candidates must fill out and return the following forms:

1. I9 (AccruePartners representative **must complete and sign SECTION 2** with documents approved from the ACCEPTABLE DOCUMENTS List on I9 form)
2. Federal W4
3. State W4
4. Direct Deposit

## TIMECARD SUBMITTAL

### Bullhorn BackOffice

- You will receive your login information with detailed instructions from Bullhorn@accruepartners.com, prior to your start date.
- Deadline: Timecards are due, Friday - Close of Business, 6:30 pm, in order to provide your manager enough time to approve by their required deadline.
- Timecards that are not submitted by 6:30 pm on Friday could cause a delay with the processing of payroll.
- Submittal: Submit your time only ONCE a week: If time is entered daily, SAVE hours and SUBMIT after your hours are complete for the week.
- No Timecard to Submit: You will have the option to select "No Hours". Please notify our HR Team if you will not be submitting a time card due to vacation or illness.
- Absent Approver: If your manager is not available to approve your time card on Monday please notify our Payroll and Billing Admin as soon as possible.

|                         |                  |             |                |
|-------------------------|------------------|-------------|----------------|
| TIME PERIOD             | TIMESHEET STATUS | TOTAL HOURS | TOTAL EXPENSES |
| 03/12/2018 - 03/18/2018 | In Progress      | 7:30        | \$0.00         |

### Days

| 03/12/2018 - 03/18/2018 |       |             |
|-------------------------|-------|-------------|
| Date                    | Hours | Total Hours |
| Mon<br>03/12/2018       | 7:30  | 7:30        |
| Tue<br>03/13/2018       | 0:00  | 0:00        |
| Wed<br>03/14/2018       | 0:00  | 0:00        |
| Thu                     |       |             |

### Hours for Mon 03/12/2018

Please Enter Time Out

| Time In | Time Out | Hours Type | Notes |   |
|---------|----------|------------|-------|---|
| 9 am    | 12pm     | Normal     |       | 🗑 |
| 12 pm   | 12:30 pm | Lunch      |       | 🗑 |
| 12:30pm | 5pm      | Normal     |       | 🗑 |

[Add Block](#) [Copy Previous Day](#)



## **PAYCHECKS**

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AccruePartners has a **Thursday payday guarantee**, should no submittal deadlines be compromised.

- If proper Direct Deposit Information is provided at time of hire, your first check will be direct deposited into your account)

## **PAY STUBS**

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Below are the directions to view your pay stubs online:

- The Monday after your first week of work, in a web browser, go to [www.paychexflex.com](http://www.paychexflex.com)
- Click on Sign-Up
- You will be asked to enter in your Personal Information in the secure website to create your account. Once complete, you can also download the free Paychex Flex mobile app to have access to your pay stubs.

## **BENEFITS**

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As a contract employee, you are eligible to participate in all Health and Welfare benefits the first day of the month following 60 days of full-time employment (30+ hours per week). If you meet these qualifications, your eligibility date would be \_\_\_\_\_.

- The month before your eligibility date, you will receive a benefits enrollment email to your personal email account with benefits plan information and enrollment forms.
- The email will include details on how to enroll and an enrollment due date for all forms to be submitted.
- No response will be noted as you choosing to “Waive” your right to insurance at this time.
- After your enrollment period is complete, changes to your benefits can only be made at Open Enrollment or due to a Qualifying Event.

## **PAID TIME OFF**

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Employee understands that he/she is not eligible for paid time off or holiday pay.



**ACKNOWLEDGMENT & RECEIPT  
NEW HIRE CONTRACT EMPLOYEE AGREEMENT**

I, \_\_\_\_\_ (*Print Name*), have completed all registration forms required for AccruePartners – New Hire Temporary Employee Agreement.

I, \_\_\_\_\_ (*Initial*), am aware of timecard submittal deadlines and that AccruePartners is not responsible for payroll processing of late timecard submittals.

By signing below, you acknowledge that you have received a copy of AccruePartners Temporary Employee Agreement and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. This Manual is neither a contract of employment nor a legal document.

Signature \_\_\_\_\_ Date \_\_\_\_\_

