

NEW HIRE TEMPORARY 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

SpringAhead

You will receive your login information with detailed instructions via email, prior to your start date, from our Payroll and Billing Admin, Desiree Fair.

- **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:** Please submit "NO HOURS" in the field to the left of the "Save" button (please see picture below) or 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 Desiree as soon as possible.

*Submittal deadlines are subject to change due to AccruePartners recognized holidays.

The screenshot shows the AccruePartners web application interface for entering a timecard. The user is Morgan Gerek. The interface includes a navigation menu with options like Time, Expense, Approval, Review, Invoices, Payables, Company, Reports, and Settings. The main section is titled "Enter Time for Morgan Gerek" and shows a date selector for "Sep 26, 2011". A table for time entry is visible, with columns for Date, Project, Type, Time in, Time out, Break, and Hours. The current entry is for 9/26/2011, AccruePartners, Regular, from 8:00 AM to 5:00 PM, with a 1.00 hour break and 8.00 hours total. A "Submitted" checkbox is present, and a "Save" button is at the bottom right of the entry row. A "Subtotal" of 0.00 is shown. Below the table, there are "Select" and "Delete" options, and a "Total" of 0.00. At the bottom, there are "Submit All" and "Unsubmit All" buttons. A terms section is also visible, stating that by submitting the timecard, the user certifies that the hours shown were worked by them during the period designated above and are approved by an authorized representative.



PAYCHECKS

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

Below are the directions to view your paystubs online

- The Monday after your first week of work, in a web browser, go to 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

As a contract employee, you are eligible to participate in 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. It is important that you return this in a timely fashion as open enrollment will close on the noted due date.
- Should you not respond it will be noted that you are choosing to “Waive” your right to insurance at that time.
- After your enrollment period is complete, changes to your benefits can only be made at Open Enrollment, November-effective December, or due to a Qualifying Event.



**ACKNOWLEDGMENT & RECEIPT
NEW HIRE TEMPORARY 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 _____

