

GAINOR

TEMPORARY EMPLOYEE PAYROLL INSTUCTIONS

1. Completing Your Timesheet

- You need a separate timesheet for every assignment you have each week.
- Fill in the time sheet completely; include the client company name, your name and signature, and the supervisor's name and signature. Your supervisor keeps the pink copy. You keep the yellow one. Hold on to it- your records are important.
- Any days you do not work should be crossed out. Your supervisor must initial any overtime. If you do not take a lunch hour, you must also have your supervisor initial the timesheet.
- Indicate whether you want your check mailed, or held for in-person pick-up. If you leave the boxes blank, your check will automatically be mailed.

2. Submitting Your Timesheet

- **Original, signed timesheets are required** (white copies) and must be submitted to our payroll department **no later than 1:00 pm Monday.** All timesheets received after the deadline will be processed the following week. Faxed timesheets are accepted but we still will need the original copy. Hand delivery is best to ensure timely receipt. The office is open from 8:00 am – 6:00 pm, Monday through Friday. If you have any questions call the Gainor office.

3. Receiving Your Check

- Paychecks are available in our office Tuesday morning at 8:00 am. Those marked **Mail** are mailed out on Monday evening.
- To arrange for Direct Deposit speak with your Gainor counselor.
- If you check **Hold** your check will be held in our office until you pick it up.

\$\$ REFERRAL BONUS \$\$

Quality employees like you have helped us build our reputation as New York City's premier source for temporary staffing. We respect your judgment and would appreciate any referrals you would care to provide...and we'll back up our appreciation with a **\$BONUS\$** for every referral you give us.

By referring applicants you can make extra money.

After someone you have referred has completed 70 hours on assignment you will receive:

\$75 for Receptionists

\$125 for Administrative Assistants

\$150 for Graphic Designers