**QUICK REFERENCE GUIDE**

**CONTACT YOUR OFFICE 360-841-8460**

You should call your office when:

* You will be absent or late
* Need to request time off
* There is a change in your job duties
* When your assignment ends
* If you are offered a full time position while on assignment
* If you are interested in applying for a position with our client where you are assigned
* Any injury or incident that causes injury or damage to property

**TIPS FOR SUCCESS**

* Follow client specific dress code policies, including Personal Protective Equipment (PPE)
* Limit cell phone use, including texting and email, to breaks and lunch
* Volunteer for more work when tasks are completed
* Observe client policies and procedures including internet use
* Be on time and have good attendance
* Make a good impression- be pleasant and courteous

**HOW TO BE PAID ON TIME**

* Turn in a Precision Staffing signed timesheet by 5pm on Fridays by emailing it to Timesheet@precisiontaffingsolutions.com If you need a timesheet, download one from our website.

**FREQUENTLY ASKED PAYROLL QUESTIONS**

* Direct Deposit & Debit Pay Card -help meet our sustainability goals and sign up!
* Lost checks- call your office and submit a request.
* Referral Bonus- $25 after referred employee works 2 weeks
* 401k- after 1000 hours and 1 year

**WORKPLACE SAFETY**

* Follow client company safety rules and policies
* Use proper lifting techniques and only lift what you can handle
* Use assigned Personal Protective Equipment (PPE) if required
* Do not operate machinery or vehicles unless specified in your job description
* If injured, notify your on-site supervisor immediately and contact us at 360-841-8460 immediately.
* If you are involved in an accident or injury while on assignment, you will be required to complete a drug screen
* We have a light duty/ return to work program if you are injured and not released to full duty by your physician