



**Take-Home
Document Packet
for
Payrollees and
Interns**

Please take this packet home and read the enclosed material to become familiar with TSG's policies and practices.

Updated: 5/3/10



Employee Orientation

Welcome to **TSG**! We are pleased you have chosen **TSG** as your employer. We are a full service staffing agency, successfully serving companies and individuals since 1971. The quality of our service depends on our employees; therefore, you have been carefully selected to become a **TSG** Associate. We hope you enjoy working with our team and the clients we serve.

To insure your success at TSG, please take a moment to familiarize yourself with our procedures:

- ◆ Call in at least once a week or when your assignment ends to let your representative know you are available. We will then update your status on our *Ready to Work* List.
- ◆ Even though you are a **TSG** employee, it is necessary for you to abide by the client's procedures while on assignment.
- ◆ If you are not able to report to work, please call your **TSG** representative immediately. Failure to report to work and/or notify **TSG** can result in termination and potential loss of unemployment benefits. **TSG** has voicemail 7 days a week, 24 hours a day for your convenience.
- ◆ Excessive absences and or tardies will result in disciplinary action up to and including termination of the assignment and potential loss of unemployment benefits.
- ◆ You are expected to complete any job assignment you have accepted. Failure to complete the accepted assignment will result in **TSG** assuming you have voluntarily quit.

“How Do I Get Paid?”

Timecards/Payday

Timecards must be filled out clearly and completely. Make sure you and your supervisor sign your timecard. Timecards are due in our office on Monday by noon (12:00pm). Faxed timecards are accepted. Late and/or unsigned timecards will be processed the *next pay period*.