

ONBOARDING PROCESS

**First time working with us?
Here's what you need to know.**

COMPLETE YOUR FINGERCHECK DOCUMENTS

You must complete your Fingercheck account and upload documents to set up your payroll with us before your first day. Alyson Byrne will walk you through this process. Contact: alyson@staffingboutique.org



SUBMIT YOUR TIMESHEET

Fill out the paper timesheet with your accurate hours worked and have your manager sign it. You can do this by paper or electronically (dochub, docuSign, pdf writer). Then send to Alyson [:alyson@staffingboutique.org](mailto:alyson@staffingboutique.org). The latest you can submit your timesheet is Tuesdays at 10 am.

****All late timesheets will be processed the following week.**

BE PUNCTUAL

Our client partners depend on you to show up on time to avoid disrupting work day schedules. Please plan to be there 10 minutes before your start time and account for any commuting delays.



DRESS CODE POLICY

Clothing is representative of who you are. Adhere to our client partners' dress code policy. Even though you are at liberty to decide however you want to represent yourself in a professional manner, note that jeans, tanks, ripped clothes, hoodies, caps, flip-flops and shorts are NOT professional attire.

SICK TIME

For every 30 hours you work you accrue one hour of sick time that can be used while you are on assignment. Sick time cannot be scheduled or used for doctor appointments and cannot exceed the hours of your normal shift.

As a temporary employee you are not eligible for paid time off, vacation or holiday pay. **MAKE SURE TO LET US AND YOUR MANAGER KNOW WHEN YOU CALL OUT SICK AT LEAST 4 hours before your shift.**

