
Time Sheet

Completing a time sheet and turning it in correctly is an important part of everyone's employment. Filling a time sheet out incorrectly can delay payroll being processed. Please be sure to fill your time sheet out legibly and free of cross-outs, erasures, or changes.

*Write in week ending date.

*Complete customer name, job site and report to section.

*Your signature must be on the time sheet.

*Fill in your complete name.

*Write your Social Security Number in the box.

*Complete hours employed each day (rounding to nearest ¼ hour).

*Deduct lunch time and tally total hours for each day.

*Any day not worked should be crossed-out.

* Total the hours worked for the week.

* Fill out in words the complete number of hours you were employed (i.e., 37.5 = Thirty seven and a half hours.)

Your site supervisor will sign their name as well as print it in the section supplied any additional information.

Timecards must be turned in by 12pm on Tuesday in order to receive a paycheck that week.

Pay Stubs

Download pay stubs by logging into our server on the website: www.alternativestaffing.com

You can also update your resume and contact information.

Pre-Employment Screening

To be in compliance with the policies of some of our client companies, positions may require a criminal background check and/or drug screening. Background checks and drug testing will be performed by the agency unless the client company specifically requests a contract provider be used to perform the same. The cost for background checks/drug screening will be reviewed with each employee prior to being performed. Candidates are responsible for costs unless otherwise specified.

Alternative Staffing

Employee Guidelines

1505 Remount Rd
North Charleston, SC 29406
Ph: 843-744-6040
Fax: 843-744-3020

110 Rodriguez Rd
Orangeburg, SC 29115
Ph: 803-516-9433
Fax: 803-539-2019

**Send you Resume to:
Recruiting@AlternativeStaffing.com**



Alternative Staffing

The Right People. Right Now.

Getting Started

An Alternative Staffing representative will contact you regarding placement. The representative will have the following information for you:

- Description of your job duties
- Location of the company
- Hourly rate of pay
- Time period for the position

Your availability is established by simply notifying one of our Alternative Staffing representatives when you are available to work. The availability list lets Alternative Staffing know exactly which candidates are available for work. If you do not call in your availability, you will be considered unavailable.

In each case, taking a work assignment is completely your decision. Be honest and let Alternative Staffing know if a specific job is not suited for you or if the timing is not right. Keep in mind that how much you will earn depends on your availability, if you walk off the job or do not return after the first day, you will only be making minimum wage. Upon taking an assignment, remember that we rely on you to complete it. Not calling in after an assignment ends, will constitute you a being UNAVAILABLE for work.

Absences

If you are unable to fill the job assigned to you for any reason, please contact an Alternative Staffing representative as soon as possible at the appropriate number. We will then call the company and explain the situation. It's necessary to contact us as soon as the situation arises and you are unable to fill your obligation. For your convenience, Alternative Staffing has a 24-hour voicemail system.

Competitive Salaries

Alternative Staffing specialists are paid competitive salaries. Because Alternative Staffing is locally owned and operated, all payroll is done locally-right here in our office! If there is ever a mistake in your payroll check, we will fix it promptly. We believe that this is an excellent benefit you will enjoy when you work for Alternative Staffing. Keep a copy of your time card to help quickly resolve discrepancies.

Medical Insurance

We offer optional medical insurance to Alternative Staffing specialists. Coverage and cost are subject to change, please check with an Alternative Staffing representative for details.

On the Job Injuries

We are very concerned about your safety and have established the following company policies and procedures for you to follow if you are injured on the job. To assure proper treatment, it is important that we know about all injuries immediately. Our policy requires that you immediately notify both the client and Alternative Staffing of your injury no later than 24 hours from the time of the occurrence. This is to ensure you do not incur further harm. 1st, Report the injury to your job site supervisor. 2nd, Call Alternative Staffing.

Permanent Position Offer

A company may offer you a permanent position. If so, that's GREAT! But, please tell your Alternative Staffing representative. In order to keep up an excellent rapport with our client, we urge you to relay the opportunity to Alternative Staffing. Keep in mind, as your employer, Alternative Staffing should be informed if you are pondering a permanent position. It is our policy that our specialists DO NOT approach one of our client companies about a permanent position!

Paid Vacation

To be eligible for 5 days of paid vacation, you must have the following:

- A) Minimum of 1500 hours and a continuous 1 year of service with no breaks.*
- B) You must submit a written time card request for vacation pay. It is your responsibility to track your hours and length of service.*
- C) Your request has to be turned into Alternative Staffing no later than Monday at 6pm before the week that you want to receive vacation pay. You have to work your scheduled 40 hours before and the scheduled 40 hours after the vacation.*
- D) If you are not a full time 40 hour a week employee, your pay will be adjusted to reflect your scheduled hours.*
- E) You CANNOT receive vacation pay and holiday pay for the same week.*
- F) All vacation benefits will be forfeited upon termination.*

Paid Holidays

Alternative Staffing offers six paid holidays to our employees to include: Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day, Fourth of July, and Labor Day. A minimum of 800 hours and a continuous 6 months of service with no breaks in employment must have been worked. You MUST have perfect attendance during each week of service. You MUST submit a written time card requesting for holiday pay. Employees are required to work the scheduled 40 hours before and the 40 hours after the holiday in order to receive pay. If you are not a full time employee, your pay will be adjusted to reflect your scheduled hours. Your request has to be turned into Alternative Staffing no later than Monday at 6pm the week following the holiday. They will NOT be accepted 2 weeks after the fact. You cannot receive holiday pay and vacation pay during the same week. All holiday benefits will be forfeited upon termination.