

So What's Next?

1. Email us your Microsoft Word compatible resume (if you haven't already) to: 2018resume@amtemps.com
2. Update your work or job search availability: <http://www.amtemps.com/update>

How we work:

Once we set up your application in our system and complete background checks, we will call you only when one of our client companies expresses interest in your background. Rather than calling us regarding your availability, please use the link in #2 above. This helps us focus our time on finding the right opportunity for you!

Contact Information:

Update your Work or Job Search Status	http://www.amtemps.com/update
Amtemps Staffing Web Site	http://www.amtemps.com
AccountStaff Web Site	http://www.eAccountStaff.com
Mailing Address	P.O. Box 290004 • Nashville, TN 37229-0004

Submit Your Timesheet via Internet	amtemps.com/timesheet
Scan & email Your Timesheet	2018timesheet@amtemps.com
Fax Your Timesheet	615-886-1193

Employee Handbook

WELCOME

Congratulations! We are pleased and proud to have you as a member of Amtemps/ AccountStaff temporary employee workforce. You are an important representative of Amtemps/ AccountStaff and our reputation is built on superior service, provided by quality temporary employees like you! If this handbook does not answer all of your questions, please do not hesitate to ask your Amtemps/ AccountStaff service supervisor.

FREQUENTLY ASKED QUESTIONS

Who are Amtemps Staffing & AccountStaff

Amtemps / AccountStaff recruit and employ people like you to fill a variety of temporary and full time assignments and positions for client companies. Amtemps, Inc. is your employer. AccountStaff is a division of Amtemps, Inc.

Who is my employer?

Regardless of where you are assigned, Amtemps, Inc. is your employer and is responsible for providing you with workers compensation coverage, unemployment insurance and overtime pay as provided by law. If you have any questions regarding this, contact your Amtemps, Inc. supervisor.

Will I ever have to pay a fee?

No! Amtemps, Inc. pays you and bills client companies for our services. There are no fees for employees.

How am I paid?

You turn in your timesheet by Monday by 10:00am and are paid weekly. Your earnings are based on an hourly rate for each hour worked which is determined by specific duties and skills needed for each assignment.

How do I get temporary assignments or interviews for jobs with your client companies?

We will call you for your first assignment or interview, tell you about the job and the company (duties, location, hours, length of assignment and hourly pay rate, etc.). After completion, you need to call us for your next one.

Must I accept every temporary assignment or interview?

No, you're under no obligation to accept any assignment or interview. If you accept, we expect you to complete the assignment in a professional manner. If you do not complete an assignment you voluntarily quit our company!

What if I can't report to work or may be late?

Call Amtemps/ AccountStaff immediately, not the client company. Let us know how late you expect to be or how long you will be absent and we will contact our client company. Otherwise, we expect that when you accept an assignment, you will complete the entire assignment.

What should I do if I'm injured at work?

Let us know immediately no matter how slight the injury Amtemps, Inc. is your employer. However, you are required to observe all safety rules and wear appropriate safety equipment AT ALL TIMES!

What should I do if a client offers me a full time job?

Call your Amtemps / AccountStaff service supervisor IMMEDIATELY. We will never stand in your way if you decide to accept a permanent job offer. But, remember you are an Amtemps, Inc. employee and we have an agreement with our client companies as to how you will be converted to their payroll.

What should I do if I need to quit my assignment?

Call us IMMEDIATELY. You agreed in writing that if you terminate your assignment before it is completed without giving 24 hours' notice (through the end of the following day) to Amtemps, you will be considered voluntarily quit indefinitely and not in good standing.

Things to DO

- Be on time or a few minutes early. Leave home early on the first day to allow time to find the company.
- Be flexible and adaptable. Do your best to adjust to the environment and procedures of each company.
- Take initiative and ask, if you have a question. If you're not busy, ask what else you can do.
- Call us the first day of each new assignment, and let us know how you like it.
- Be flexible about lunch. Ask your supervisor about company policies regarding lunch and breaks.
- Observe all safety rules and wear appropriate safety equipment at all times.
- Report any form of work or sexual harassment to your Amtemps Supervisor immediately.
- Tell us when your assignment is ending. We will start working on your next one.
- Smile a lot and be cooperative with others ... ALWAYS be productive ... and ask what you can do next!

Things to NOT DO

- Don't use the company phone or your cell phone for personal calls at work. Do not Send Texts on the job.
- Don't use the company internet unless approved. Don't use the Internet on your cell phone on the job.
- Don't handle money, funds, checks, etc. or drive any vehicle without prior written approval from Amtemps.
- Don't operate a moving vehicle (forklift, truck, etc.) without prior permission from Amtemps. If authorized to operate vehicle by Amtemps, do not utilize cell phone during operation, including hands-free modes.
- Don't discuss your work or pay rate with others.

WHILE ON ASSIGNMENT, CALL US (We are your employer):

- If the client company asks you to work overtime, or requires far more advanced skills than explained by your Amtemps Staffing / AccountStaff Assignment Service Supervisor.
- If you need time off from your scheduled hours for any reason, notify us as early as possible.
- If the completion date of your assignment changes, or when you finish an assignment.
- When you become available for an assignment after taking time off.
- If you encounter a problem with the client company, its employees, or your duties, call us ASAP.
- If for any reason you are dissatisfied with the assignment, call us before discussing with client company.
- If you are unsure about any Amtemps Staffing / AccountStaff procedure.

OFFICE ATTIRE / DRESS CODE

Please remember that you not only represent Amtemps/AccountStaff, but you also represent yourself. We expect you to dress in a manner that projects the proper image when working in our client company's offices. **FEMALE** employees are expected to, unless told otherwise, wear a skirt and blouse, dress, or dress pants, blouse, hose, and dress shoes working in an office.

MALE employees are expected to, unless told otherwise, wear dress pants, dress shirt, dress shoes and socks when working in an office.

WEB SITE RESOURCES / DOWNLOADS

Information and downloads from the Employee page of Amtemps Staffing Web Site (www.amtemps.com) include: 4 Ways to Report Your Weekly Timesheet, How Do I Get Paid, ePaystubs, Employee Handbook, Timesheet, Assignment Survey and Direct Deposit Sign-up. Also, free PowerPoint-based Safety Training links are present as well as links for making Safety Suggestions, and for general contact purposes.

EMPLOYEE BENEFITS

Please go to our web sites (www.amtemps.com and www.eAccountStaff.com) for details on benefits including:

**Holiday Pay*, Vacation Bonus Pay*, Bonuses, Free Training, Health Insurance Access,
Employee of the Month Award, and Pay Options.**

* - Holiday and Vacation Pay do not apply to payrolling employees provided to us by companies. Benefits subject to change without notice.

TIMESHEET INSTRUCTIONS



Amtemps Staffing Timesheet



Please fax completed and approved timesheets to 615-886-1193 (no cover page) by 10:00 a.m. Monday or scan and email to: 2015timesheets@amtemps.com

(Retain Fax Transmission receipt. Due to volume we are unable to verify receipt of timesheets sent to us)

(Please use Black Ink only)

Employee Name Last: (2) First:			Work Order # (1)		
Social Security # (4) _____ - _____ - _____			Work Week Ending Date (Sunday) (3)		
Client Company Name (5)			Client Company Address (6)		
Client Supervisor Name			Client Company City		
Day	Month / Date	Start Time	Finish Time	Less Lunch Period	Total Hours
Mon.	(7)	(8)	(9)	(10)	(11)
Tue.					
Wed.					
Thu.	--				--
Fri.					
Sat.					
Sun.	*****	Do Not Use as TimeSheet			*****
Total Hours for Week ----->					(12)

(13)
Employee Signature (I read & understand the Employee Certification above)

(14)
Client Company Representative Signature

Date (Make copy for your records)

Date (Make copy for your records)

Fill in the following information:

- (1) Fill in your work order no given to you by your service supervisor for each assignment.
- (2) Name.
- (3) Week Ending Date. Each week ends on Sunday.
- (4) Social Security Number. We identify you by this number. Unless it is included, your pay will be late.
- (5) Client Name. Fill in the name of the company where you worked.
- (6) Client Address. Include Street Address, Suite Number, City, State and Zip Code.
- (7) Date Worked. Fill in the month and date of each day you worked.
- (8) The time you began work.
- (9) The time you finished work.
- (10) Less Lunch. Record the total time taken for lunch.
- (11) Total Hours. Record the total number of hours in 1/4-hour increments you worked each day, minus the time for lunch.
- (12) Total Hours Worked For The Week.
- (13) Sign your time card at end of the week.
- (14) Authorized Signature. At the end of each week, have the client supervisor sign and date your time card and retain a copy for yourself. Also, if you fax it, retain a copy of the fax transmission confirmation.

FAX or SCAN/EMAIL the timesheet to Amtemps by 12:00 Noon on Monday for you to be paid that week. Timesheets that are late or not accurately and completely filled out, or not properly approved will result in delaying your paycheck at least one pay period. You will need to send us a different timesheet for each assignment and for each week, with weeks ending on Sunday.

EMPLOYEE BENEFITS

Health Insurance: Amtemps is pleased to offer a qualified health insurance plan under PPACA and details are provided to each employee during the application process as well as during open enrollment periods. Failure to respond to an offer of health insurance within 14 days of offer will be construed as a refusal of health insurance coverage.

Bonuses: Amtemps pays you bonuses to refer others to us. Refer another employee to Amtemps and receive a bonus. The person you refer must work for Amtemps for at least 80 hours and you will be paid:

- **\$100.00** if you refer someone experienced in Accounting or Microsoft Office.
- **\$50.00** if you refer another employee.

Also, refer a new client company to Amtemps who purchases at least 120 hours of temporary help services and we will pay you:

- **\$100.00** for each company client.

Bonuses are paid to Amtemps employees in good standing only.

Holiday Pay: Amtemps Staffing is pleased to partner with client companies that may provide compensation for holidays. This benefit is determined by Amtemps, Inc. and the client company, and is subject to contract arrangements with each client company.

Vacation Pay: Amtemps Staffing is pleased to partner with client companies that may provide compensation for holidays. This benefit is determined by Amtemps, Inc. and the client company, and is subject to contract arrangements with each client company.

Free Training: Amtemps offers free computer training to qualified employees on popular software packages such as Microsoft Word, Excel, etc. Please ask your interviewer if you qualify.

Employee of the Month Award: Amtemps awards a prize each month to the employee selected as Employee of the Month for outstanding performance.

Paycheck Options: Amtemps' payroll service offers the option of having your pay electronically deposited into your checking or savings account via "Direct Deposit", or you can be paid on a Mastercard branded rapid! Paycard Debit Card, which we will issue to you. If you don't have a checking account, we offer a Free Checking account (minimum Direct Deposit or balance required) from Bank of America if you sign up for Direct Deposit through Amtemps.

* - Benefits subject to change without notice.

COMPANY MISSION

Through partnerships with our client companies and employees, we strive to provide unrivaled staffing services in the Middle Tennessee area. In meeting or surpassing the expectations of those we serve, we affirm to facilitate growth opportunities for our employees, and enhance the prosperity of our client companies.

Amtemps, Inc. - Established 1976

E.O.E. - Equal Opportunity Employer



Member since 1994

E.O.E. - Equal Opportunity Employer



Amtemp Staffing Timesheet



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or scan and email to: 2018timesheets@amtemps.com
 (Retain Fax Transmission receipt. Due to volume we are unable to verify receipt of timesheets sent to us)
 (Please use Black Ink only)

Employee Name Last: _____ First: _____			Work Order # _____		
Social Security # _____ - _____ - _____			Work Week Ending Date (Sunday) _____		
Client Company Name _____			Client Company Address _____		
Client Supervisor Name _____			Client Company City _____		
Day	Month / Date	Start Time	Finish Time	Less Lunch Period	Total Hours
Mon.					
Tue.					
Wed.					
Thu.					
Fri.					
Sat.					
Sun.					
Total Hours for Week ----->					

Employee Certification: I hereby certify that the hours shown were worked by me during the week designated and were approved by an authorized representative of the client. I understand that I am to contact the AMTEMPS, Inc. office after completing this assignment to discuss another assignment and. If I do not do so, AMTEMPS, Inc. may assume that I am no longer available for work. I also certify that no accident or injury was sustained on the assignment unless so noted on this timesheet.

Client Company Representative Certification:
 By signature below, the client representative certifies that he / she has read, understood, and agreed to the conditions of this document.

Employee Signature (I read & understand the Employee Certification above)

Client Company Representative Signature

Date (Make copy for your records)

Date (Make copy for your records)

AMTEMPS, Inc. and AccountStaff division - Client Agreement

- The individual signing this time card is an authorized representative of the client company and hereby certifies that the hours worked as indicated on this timesheet are true and correct and that the work was performed in a satisfactory manner.
- This AMTEMPS, Inc. employee is compensated on a weekly basis. Therefore, we (the client) will be billed weekly. Payment will be due upon receipt of invoice. We will be billed for the hours shown on this timesheet at the agreed upon rate. Overtime hours will be billed at one and one-half times the straight time billing rate. In the event that we fail to pay the charges of AMTEMPS, Inc. (whether for temporary services or liquidated damages) when due, we (the client) shall pay all collection and/or litigation costs plus reasonable attorneys fees. In addition, accounts over thirty (30) days old are billed a finance charge of one and one-half percent per month.
- We (the client) acknowledge that the AMTEMPS, Inc. employee is assigned on the basis of a particular job classification and is not to change job duties without AMTEMPS, Inc. prior approval.
- We (the client) understand that the supervision of the assigned AMTEMPS, Inc. employee for the agreed upon duties is our responsibility.
- AMTEMPS, Inc. employees are not to be permitted to operate any motorized vehicles, automotive truck, or transportation equipment without the prior written consent of AMTEMPS, Inc.
- We (client) agree that no insurance is afforded by AMTEMPS, Inc. for physical loss or damage to clients machinery, equipment, material, or any motorized vehicle (whether licensed for road use or not) in the care, custody, or control of AMTEMPS, Inc. agents or employees, and that AMTEMPS, Inc. should not be liable for the physical loss of damage to said property caused by AMTEMPS, Inc. agents or employees.
- We (the client) agree not to entrust any AMTEMPS, Inc. employee with cash, negotiable instruments, or other valuable property without prior written permission from AMTEMPS, Inc. Without such permission, we (the client) accept full responsibility for any loss or liability caused or incurred by an AMTEMPS, Inc. employee while handling cash, negotiable instruments or other valuables.
- We (the client) understand that the temporary help supplied by AMTEMPS, Inc. is the result of substantial expense on the part of AMTEMPS, Inc. in terms of time and money spent for advertising, recruiting, interviewing, testing, screening, and training of its' personnel. Therefore, in consideration of this service, we (the client) agree that if any employee named herein is employed by us within six (6) months of the date on this card, whether that be on or through another staffing services company, we agree to notify AMTEMPS, Inc. in writing. Additionally, it is agreed that this employee will remain on or be put back on AMTEMPS, Inc. payroll for a period of 520 hours from date of written notification and upon violation of either restriction, we (the client) agree to pay AMTEMPS, Inc., upon demand a 15% of annual compensation Direct Hire placement fee or \$2000.00, whichever is greater.
- We (the client) agree to provide any general or specific safety training necessary to perform the assignments including safety information regarding exposure to hazardous substances to ensure that AMTEMPS, Inc. employees use any protective equipment necessary to perform the job assignments safely.
- We hereby warrant that we (the client) are in compliance with all laws, rules, and regulations of duly constituted government bodies concerning AMTEMPS, Inc. employees or any other employees and agree to indemnify and hold AMTEMPS, Inc. harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against AMTEMPS, Inc. by reason of our (the client) failure to comply with same.
- Should there be any questions concerning our temporary personnel, please contact AMTEMPS, Inc. We invite your comments regarding the job performance of our employees.