

Procedures for Temps on Assignments

- Signed timesheets must be filled out weekly and completed *with manager's signature*, and faxed to us *by noon on Monday*. A copy should be retained by sender for your record.
- All *original* timesheets should be mailed to our office on a weekly basis for our records.
- Temps **must** call the NYC office (Moren Andre, 212.684.9696 Ext. 108) to ensure their faxed timesheets are received.
- Pay period is weekly. Payday is Thursday for work performed Monday through Sunday of the preceding week. Checks can be mailed, direct deposited, or picked up (prior arrangement required).
- Unless approved in writing to us by the client, temps are not paid for breaks or lunch hours. Overtime, over 40 hours, must also be pre-approved.
- In the case of illness, lateness, or failure to report to work for any other reason, please contact us, as well as manager at client site. Carry recruiter's and client manager's business cards for these purposes.
- We require a minimum of one week's notice if you choose to end an assignment before completion.
- Contact your recruiter the first day of your assignment upon settling in so we know you have arrived. Be sure to provide a phone number where you can be reached at the client site.
- Should your mailing address and phone numbers change during or after you work for Principal Asset, please be sure to contact our office with your updated information so we able to forward checks, year end W-2's as well as information about job opportunities or other pertinent information.