

MONROE PERSONNEL SERVICE, LLC AND TEMPTIME TEMPTIME ORIENTATION SHEET

HOW TEMPING WORKS:

Temporary assignments can be an excellent opportunity to gain regular employment at a client company. We match your qualifications and skills to a company's needs and guarantee your work to our clients. If you are interested in a regular job opportunity at the company where you have been assigned, we expect you to communicate your interest to your Temptime counselor who coordinates each stage of the hiring process. On the first day of your assignment, it is best to dress professionally. You can adjust your look to suit the environment for the duration of your assignment. Punctuality and attendance are very important. Remember that you are representing Temptime, as well as yourself. You will receive an hourly wage, less the legally required deductions. In order for overtime to be paid, it must be authorized beforehand by the client supervisor. Your Temptime counselor should be an integral part of the process. Monroe Personnel Service LLC is your employer. Better performance leads to a reputation we both can be proud of. Please review the back of the time card you have been given for a more detailed explanation of our terms and conditions of the contract each company has with Temptime.

COMMUNICATION and AVAILABILITY:

It is important for us to know your schedule in order to contact you with appropriate assignments.

If you are ever going to be late or cannot make an assignment, please contact us immediately. If you reach our voicemail, please leave a message in the general delivery mailbox **and** call our emergency/After Hours number at 415-505-3140. Please use this number only if it is an emergency and/or you are unable to make an assignment that you have already been assigned to. If you are unable to reach a Temptime representative, you may communicate directly with the client. Please e-mail your availability and schedule each week to: admin@temptime.com. Include the word 'Availability' in the subject line please.

SAFETY:

We value your safety and want you to work in a safe environment. To ensure your safety we ask you not to drive a vehicle, operate machinery, or lift heavy items on your assignment without prior written consent from the agency. If you are ever asked to do any other task you feel is hazardous or outside the scope of your assignment, contact us immediately.

SEXUAL HARASSMENT POLICY:

Monroe Personnel maintains a strict policy prohibiting unlawful harassment, including sexual harassment that is defined as unwelcome sexual advances, unwanted requests for sexual favors and other unwanted verbal or physical conduct of a sexual nature. Any applicant who believes that he or she is the victim of such harassment, whether sexual, racial, ethnic or religious or any other category protected by the law that his or her work is being unreasonably interfered with by such conduct, is required immediately to report such conduct to your service representative.

Monroe Personnel Service LLC and Temptime
220 Montgomery Street, Suite 1006
San Francisco, CA 94104
(415) 732-7520
admin@temptime.com
www.temptime.com

ATTENTION TEMPTIME EMPLOYEES!

NEED YOUR PAYCHECK? IT'S EASY...JUST FOLLOW THESE PAYROLL GUIDELINES CAREFULLY AND REFER TO EXAMPLE BELOW.

TEMPTIME TEMPORARY SERVICE A Division of Monroe Personnel Service LLC 220 Montgomery Street, Suite 1006, San Francisco, CA 94104 (415) 732-7520, Fax (415) 438-2199 www.temptime.com		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DAY</th> <th>DATE</th> <th>TIME STARTED</th> <th>TIME FINISHED</th> <th>LESS LUNCH FROM</th> <th>TO</th> <th>STRAIGHT TIME</th> <th>OVERTIME</th> </tr> </thead> <tbody> <tr> <td>MON</td> <td>8/8</td> <td>8:00</td> <td>5:00</td> <td>12:00</td> <td>1:00</td> <td>8 h</td> <td></td> </tr> <tr> <td>TUES</td> <td>8/9</td> <td>8:00</td> <td>5:00</td> <td>12:00</td> <td>1:00</td> <td>8 h</td> <td></td> </tr> <tr> <td>WED</td> <td>8/10</td> <td>9:00</td> <td>6:45</td> <td>1:00</td> <td>2:00</td> <td>8 h</td> <td>45 m</td> </tr> <tr> <td>THUR</td> <td>8/11</td> <td>8:00</td> <td>5:00</td> <td>12:00</td> <td>1:00</td> <td>8 h</td> <td></td> </tr> <tr> <td>FRI</td> <td>8/12</td> <td>8:00</td> <td>4:20</td> <td>12:00</td> <td>1:00</td> <td>7h 30m</td> <td></td> </tr> <tr> <td>SAT</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>SUN</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH FROM	TO	STRAIGHT TIME	OVERTIME	MON	8/8	8:00	5:00	12:00	1:00	8 h		TUES	8/9	8:00	5:00	12:00	1:00	8 h		WED	8/10	9:00	6:45	1:00	2:00	8 h	45 m	THUR	8/11	8:00	5:00	12:00	1:00	8 h		FRI	8/12	8:00	4:20	12:00	1:00	7h 30m		SAT								SUN							
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PLEASE PRINT NAME <u>Ronald McDonald</u> WEEK ENDING SUNDAY <u>8, 14, 2011</u> JOB STATUS <input type="checkbox"/> CONTINUING <input checked="" type="checkbox"/> COMPLETED COMPANY NAME <u>Sesame Street Cleaning</u> DEPT. <u>200</u> REPORTED TO <u>Big Bird</u> NAME OR DIVISION _____ Mail my Check <input checked="" type="checkbox"/> Hold my check for pick-up <input type="checkbox"/> If no option is chosen or held check is not picked up by Friday at 5 pm check will be mailed.		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Total Straight Time</td> <td colspan="2">Total Overtime</td> <td rowspan="2">Please round to nearest 1/4 hour. If six or more hours are worked in a day, a half hour break is mandatory. Please indicate sick time, but do not include in your total.</td> </tr> <tr> <td>Hours</td> <td>Minutes</td> <td>Hours</td> <td>Minutes</td> </tr> <tr> <td>39</td> <td>30</td> <td></td> <td>45</td> <td></td> </tr> </table>		Total Straight Time		Total Overtime		Please round to nearest 1/4 hour. If six or more hours are worked in a day, a half hour break is mandatory. Please indicate sick time, but do not include in your total.	Hours	Minutes	Hours	Minutes	39	30		45																																																			
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EMPLOYEE: I certify that the hours shown here represent my total hours worked during the week, and that they were properly verified by the client or by client's authorized representative. I understand that I am to contact the Temptime office after completing this assignment to discuss another assignment, and if I do not do so, Temptime may assume that I am not then available for work. SIGNATURE OF EMPLOYEE <u>Ronald McDonald</u>		CLIENT: Your signature certifies that the hours shown here are correct and that the work was performed satisfactorily; also that you have read, understood and agree to our Guarantee, Conversion Options and all other TERMS AND CONDITIONS on both the FRONT AND BACK of this time card. AUTHORIZED SIGNATURE FOR CLIENT <u>Big Bird</u>																																																																	
1. Thanks for doing a great job! Please be sure this card is signed by your supervisor and the hours shown are correct. Give your supervisor the yellow copy. 2. The timesheet must be received in our office by Noon Monday if we are to pay you on time. Paychecks are available Wednesday 8-5 pm.		DISTRIBUTION: WHITE/TEMPTIME YELLOW/CUSTOMER PINK/EMPLOYEE																																																																	

1. Each day you work, fill out your timecard with the date & hours you worked, including lunch out & lunch in. Calculate the total hours, subtracting your lunch time, and fill in the "Straight Time" and "Overtime" for each day. Please round to the nearest quarter hour, ie. 3 hours and 38 minutes = 3:45. For our San Francisco clients, please also indicate any hours for which you were assigned but couldn't work due to illness. We will track your accrued sick leave and pay you sick leave accordingly.
2. If you work more than 6 hours in a day you are required by the federal government to take at least a 1/2 hour lunch break.
3. At the end of your workweek, fill in the total straight time and overtime. Overtime is any amount of time exceeding 8 hours work in one workday, also any accumulated time exceeding 40 hours in a week.
4. Make sure you print your name at the top, the week ending date, and sign it at the bottom.
5. Please indicate on your timecard if you want us to mail or hold your paycheck for pickup. If you don't check the timecard at all or check that you want the paycheck held and you haven't come by the office by Friday, your paycheck will automatically be mailed out Friday afternoon at closing. **Please be sure to inform us of any changes in your address.** You may be eligible for direct deposit after you have been on a long term assignment in excess of three weeks.
6. Present your timecard to your supervisor for a signature to authorize your total hours.
7. Make a photocopy of the timecard for your records and **fax it to us at 415-438-2199** by **10:00 Monday Morning**. If you can't get your timesheet to us please call us: 415-732-7520. If your timecard is not received by 1:00 your paycheck will not be issued until the following pay period (the following Wednesday).
8. **Mail or drop off** the original timecard before we can release your paycheck to you.
9. Paychecks are available for pickup on Wednesdays from 8 am until 5 pm.