



Dear New Employee:

Welcome! Data Systems Search Consultants is happy to have you as a new contractor/employee.

Enclosed are the following forms: W-4, I-9, personal information, and direct deposit. Please complete your W-4, I-9, and personal information forms, and return to DSSC in the enclosed envelope. If you are interested in signing up for direct deposit, be sure to include your direct deposit information in the envelope with the rest of your forms.

The procedure for completing and turning in timesheets and receiving your paycheck is as follows:

Timesheets should be completed each week for all hours worked. Fill out the day/date, time in/out, time in/out for breaks or lunch (if required by the company you are working for), total hours worked in the regular and overtime columns, and finally make sure it is signed by the appropriate manager or supervisor. Return the white and yellow copies to DSSC and the company you are on contract to receives the pink copy. If you would like to keep a copy for yourself, please make a photocopy before sending DSSC the white and yellow copies.

We are on a biweekly pay schedule, with paydays every other Friday. Pay periods start on Sundays, run two weeks and end on Saturdays. Your check will include pay for the hours worked during the two week pay period starting on a Sunday and ending on the Saturday two weeks later. Checks will not include hours worked on the days after the Saturday ending the pay period through the Friday on which you receive your check. We must receive your original timesheets by the Wednesday before each payday. If we do not receive timesheets by the specified date, you will have to wait until the next payroll period to get paid.

Upon acceptance of your contracting assignment, if you need to terminate the assignment before the end of the assignment, you are required to give DSSC a two week notice. No exceptions.

If you have any questions about procedures don't hesitate to call me at (925) 256-0635. Again, welcome aboard, from all of us at Data Systems Search Consultants.

Sincerely,

Suzanne M. Martinez
Administrative Manager

Correct Timesheet Procedures

The following are the proper procedures to be taken to so that problems do not occur on timesheets, which may otherwise result in a paycheck delay:

1. Be sure that timesheets do not contain days that **DO NOT** belong on that particular work week. Each timesheet should contain only one week starting on Sunday and ending on the following Saturday. For example, the work week would start on Sunday, November 20 and end on Saturday, November 26.
2. When recording hours on timesheets if more than a complete hour was worked, please record that time in fraction form only. For example 15 min. = .25 or 1/4, 30 min. = .5 or 1/2, and 45 min. = .75 or 3/4.
3. **DO NOT BILL FOR LUNCH.** If a lunch was taken you must record those in/out times on your timesheet. The only exception to this is if you worked during your lunch and your supervisor approved the lunch time.
4. In/out times **must agree** with the times that are recorded in your time columns. Please be sure that these times agree.
5. When recording hours worked, please put hours in the correct time column. The break down for hours is:

Regular = up to 40 hours in a week.

Overtime = more than 40 hours in a Client's work week. Please separate Overtime hours from Regular hours by putting Overtime hours in the Overtime column.
6. We must receive the original timesheets (both the white and yellow copies) by Noon on Wednesday of the pay week. If original timesheets are not received by Noon on Wednesday, we cannot verify hours worked and your hours will not be transmitted.



DATA SYSTEMS SEARCH CONSULTANTS