



Staffing Inc. Payroll & Absenteeism Policies

Last updated: January 2025

Payroll Policy

- Weekly pay is on Thursday. Holidays or live checks may delay payment until Friday.
- The client you are working at will submit time weekly. Please follow their time reporting policies or a delay or inaccurate payment will be caused.
- If there is confusion on what method of reporting your time is used at your assignment be sure to ask us.
- If your payment is inaccurate please first check with your immediate supervisor and then be sure to contact us.
- If you sign up for Direct Deposit, it takes at least a pay week for it to take into effect. If you change your banking account information please inform us immediately or a delay in payment will be caused.
- If you sign up for a cash card, payment is instant. If you have a lost or stolen card please contact the cash card company.
- If you are sending someone to pick up your paycheck, they must have a signed note from you authorizing us to release your paycheck to that person or you must call the office to let us know. That person will be asked to provide a photo I.D.

Payroll is important to all of us. With your cooperation, we can make it a smooth and positive experience for everyone.

Absenteeism Policy

- Arrive on time, ready to work. Be sure to know who you are to report to. Depending on the weather conditions be sure to plan accordingly to report at least 15 minutes early.
- Call us one hour prior to your shift if you know that you will be late or absent. If it is after hours, leave a message on our voice mail system clearly stating your name, the company where you are working and phone number.
- If the client you are working at requires you to call them as well, you then need to contact us and them.
- There is no excuse for not calling in if absent. We have a three strike no call/no show policy.
- If you would like to end an assignment you must provide a notice of 3 working days. Not fulfilling the 3-day policy will result in a "voluntary quit".