

SAMPLE TIMESHEET

All items on your timesheet must be fully completed in order to process your paycheck. This sample timesheet has been provided for your reference.

TIMESHEET KEY

1. Employee Name
2. Sunday following last day worked
3. Employee social security number
4. Company where you are assigned
5. Example: Thirty Seven Hours and Fifteen Minutes
6. Example: 37Hrs. 15Mins. = 37|25
7. Signature of your supervisor
8. Employee Signature

PERRY RESOURCES QUICK REFERENCE GUIDE

This QUICK REFERENCE GUIDE highlights important procedures. Please keep this card available at all times.

QUICK REFERENCE GUIDE

Hours: MON-FRI 8am-5pm

Call-Out/Lateness: Call (856) 596-9400 x300

Leave your name, Phone#, Company assigned to, supervisor and an explanation.

Timesheets: Must be recieved by **Monday Morning.**

Call to verify we have received your timesheet.

Payday: Fridays

**Do not forget, we are your employer and
we are here to help**

*Placement Specialists
Since 1972*

POLICIES AND PROCEDURES HANDBOOK

*"There's nothing temporary about our
commitment to quality."*

Evesham Commons
525 Route 73 South
Suite 201

Marlton, NJ 08053

P: (856) 596-9400

F: (856) 596- 9125

staffing@perryresources.com

www.perryresources.com

PERRY RESOURCES

About us...

PERRY RESOURCES is a division of David Perry Associates, a National Recruiting Firm specializing in placement of sales and marketing executives since 1972. **PERRY RESOURCES** is a locally owned placement firm specializing in temporary, temporary-to-permanent, and permanent placement throughout southern New Jersey. **PERRY RESOURCES** is recognized as an area leader in providing unparalleled service to both our candidates and our client companies.

Whether you are searching for a career, a part-time position, or seasonal employment, we offer a variety of opportunities to suit your individual needs. You can work in just about any field from the smallest of companies to the largest of corporations - the choice is yours.

Commitment...

After accepting a position, we expect you to carry out the entire assignment. Please be prompt and provide assistance to the client company to the best of your ability.

Professionalism is expected. Arrive at your assigned location early. Make sure you return from lunch on time. If you must bring a mobile phone into work, turn the devices off. Accepting personal calls or texts during working hours is strictly prohibited. Clients provide computers for business use. Accessing the internet for personal use is unacceptable.

Do not forget that **PERRY RESOURCES** is your employer. Please contact us with any questions, call outs, problems, or requests.

We provide an after hours voice messaging system to keep lines of communication open 24 hours a day. For voicemail, dial (856) 596-9400, then when prompted, dial 300.

QUALIFYING AS A PERRY RESOURCES EMPLOYEE

To be considered for employment with **PERRY RESOURCES**, you must complete all forms and comply with all policies and procedures presented to you at the time of application. You must consent to any type of testing/screening deemed necessary by **PERRY RESOURCES**, including, but not limited to: skills tests, any drug/alcohol screening, criminal history, employment history and/or credit history verifications.

PAY POLICY

A properly completed timesheet, received on time, is necessary to initiate processing your paycheck. Timesheets must be received by **PERRY RESOURCES** no later than Monday morning.

Completion of your timesheet is your responsibility.

A sample timesheet with a detailed explanation has been provided for your reference.

HOLIDAY COMPENSATION

PERRY RESOURCES offers holiday pay for the 6 major holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day) provided that you meet all of the following requirements:

- Worked 1,200 hours.
- Worked 300 hours in the quarter before that holiday
- Work the day before and the day after the holiday.

BONUS COMPENSATION

Employees of **PERRY RESOURCES** are eligible for one week bonus pay for every 1,200 hours worked. Averaging your hourly pay rates against weekly hours within the 1,200 hour period derives the dollar figure of the bonus pay.

You, the employee, are responsible for tracking your hours and reporting them to a staff member once you have become eligible for bonus compensation.

UNEMPLOYMENT ELIGIBILITY

You, the employee, are required to notify your employer, **PERRY RESOURCES** upon completion of a your assignment within 2 working days for reassignment. Unemployment benefits may be denied for failing to comply with this policy.

SECURE WORKPLACE

PERRY RESOURCES provides equal employment opportunity for all candidates without regard to ethnic or national origin, religious belief, sex, sexual orientation, age, marital status, family status, veteran status, physical or mental impairment, or any other governmentally protected classification.

In addition, **PERRY RESOURCES** does not tolerate any form of harassment including that which is sexual, age-related or ethnicity. **PERRY RESOURCES**, under any circumstances, will not allow our candidates to be victimized or perpetrate such acts against humanity including, but not limited to the following: offensive or inappropriate behavior, negative racial remarks, physical or mental cruelty, violence, unwelcome advances, sexual flirtations, propositions, the display of sexually graphic pictures or objects, unnecessary touching including patting, pinching or repeated brushing against another's body, requests for sexual favors or other verbal or physical conduct of a sexual nature.

Any employee who feels that he/she has been the victim of discrimination or harassment by anyone, please report the incident to a **PERRY RESOURCES** staff member immediately. All complaints will be taken seriously and promptly investigated.

REFERRAL PROGRAMS

Referrals are appreciated and rewarded.

Please ask a **PERRY RESOURCES** staff member for details on our current referral programs and contests.

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