

## Employee Quick Guide

Timecards	<ul style="list-style-type: none"> <li>• Perfect Timing’s work week is Monday thru Sunday. The deadline to submit timecards is the last day of the week worked - by Friday, unless working on weekends.</li> <li>• Online timecards are to be submitted online via <a href="#">WebCenter</a>.</li> <li>• Paper timecards are to be submitted via fax at 415.461.7551 or emailed to <a href="mailto:accounting@perfecttiming.com">accounting@perfecttiming.com</a>.</li> <li>• You will receive a confirmation email from Perfect Timing if a paper timecard has been sent. If you do not receive a reply by Monday morning, call the office at 415-461-6450.</li> </ul>
Paychecks	<ul style="list-style-type: none"> <li>• Paychecks are issued weekly on Wednesday. If there is a Federal Holiday paychecks are delayed a day.</li> <li>• Checks are mailed on Tuesday morning.</li> <li>• Checks may be picked up in our office as long as Perfect Timing is notified by 5pm on Monday.</li> <li>• Direct Deposit is available upon request.</li> </ul>
Missed Workdays	<ul style="list-style-type: none"> <li>• If you are going to be late or unable to complete your workday for any reason (illness, vacation, unforeseen circumstance, etc.) notify Perfect Timing immediately.</li> <li>• If you miss work due to illness, you must notify Perfect Timing within 48 hours.</li> <li>• If you are injured on the job, contact Perfect Timing within 24 hours.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>• Accrued sick pay hours are eligible for use on your 90<sup>th</sup> day of employment. Notify Perfect Timing immediately for time taken off for illness.</li> <li>• Perfect Timing does not provide health benefits.</li> <li>• Perfect Timing does not provide holiday pay.</li> </ul>
Assignment Regulations	<ul style="list-style-type: none"> <li>• If your assignment and/or duties change in any way, please contact Perfect Timing.</li> <li>• Employees are not permitted to lift, push, or pull any items weighing more than 10 pounds.</li> <li>• Employees are not permitted to drive personal or company vehicles for work related purposes.</li> </ul>