



WELCOME TO IPLACEMENT

iplacement welcomes you as a valued employee. Enclosed in this package are the employment forms you will need to complete and return to us, which include **Employee Personal Information, Agreement for Direct Deposit, Drug Testing Consent Agreement** and **Background Authorization Agreement**. You will also need to include copies of the forms of identification used to complete the **Employee Personal Information** form.

Also included in this package are several timesheets. Our pay week begins on Monday and ends on Sunday. Please keep track of your hours on a daily basis, logging time in quarter hour increments and rounding to the nearest quarter hour (no military time, please!). At the end of each week, please sign the timesheet and have the person to whom you report on the job site sign it, as well. Once completed, including signatures, please fax it to us at 407-893-6255. We must receive the faxed copy by noon on Monday for the preceding week. Failure to submit timesheets in a timely fashion may result in a one-week delay of your paycheck. A benefit being provided to you is the direct deposit of your paycheck to the bank account of your choice. If you elect this service, effective the second payday after your hire date, your paychecks will be directly deposited into your account by 12:01 a.m. on Thursdays (some exceptions apply). You will receive a pay stub with all pertinent payroll information in the mail each week. If you do not elect the direct deposit service, your paycheck will be mailed to you on Thursdays each week.

The following information relates directly to your particular work assignment:

Company: _____

Location: _____

Report to: _____

Phone No.: _____

Date and Time: _____

All leave time must be scheduled in advance. If you are unable to report to your work assignment due to illness or emergency, you must call your supervisor at the number listed directly above and also call iplacement at 407-893-3711, ext. 208, as early in the day as possible. Once you report to work and have a telephone/extension number, please contact Monia Lombardo at 407-893-3711, ext. 208, and provide her with that information so we can reach you during the day in the event of an emergency.

iplacement is your employer; therefore, when and if you need employment verification, please direct all inquiries to:

Monia Lombardo
Payroll Manager
Iplacement, Inc.
1516 E. Colonial Drive
Suite 203
Orlando, FL 32803
407-893-3711, ext. 208
407-893-6255 (fax)

or

Sandy Marsh
Accounting Manager
iplacement, Inc.
1516 E. Colonial Drive
Suite 203
Orlando, FL 32803
407-893-3711, ext. 210
407-893-6255 (fax)

If you have any questions regarding the enclosed forms, timesheets or general payroll issues, please contact Monia Lombardo at 407-893-3711, ext. 208, and she will be happy to assist you.

Once again, welcome to iplacement!