

## EMPLOYEE FACT SHEET VANGUARD PROFESSIONAL STAFFING

Welcome to Vanguard Professional Staffing! We are excited to have you as our employee! Important facts about payroll and other pertinent information are discussed here. **Please read this information carefully and follow all directions. Failure to do so can prevent you from receiving your paycheck on time**, and we do not want that to happen to you!

**Time sheet.** One copy of the Time Sheet is enclosed. Please make copies of it for your weekly use. Time sheets must be accurately completed every week and signed by your supervisor or other person designated by your supervisor. **Please pay close attention to the instructions enclosed herein, as they must be followed precisely.** You will be paid every two weeks. A Payroll calendar is included in this mailing.

- If you are out a week, send a time sheet stating such so we will know not to expect hours for you that week.

**Direct deposit enrollment form.** We appreciate you participating in direct deposit in order to prevent any delays or losses that could occur through mailing your paycheck. Please note that you need to **return the form along with a copy of a voided check (no deposit slips) for the bank account to which you want your paycheck deposited. THE DIRECT DEPOSIT CANNOT BE IMPLEMENTED WITHOUT THE COPY OF YOUR CHECK.**

**Optional Benefits:**

- Health insurance options are available to you as our employee. If you are interested in any of these, please contact the insurance company directly as follows:

Pat Buede  
WorkForce Benefits LLC  
2153 Memorial Hwy.  
Lake Lure, NC 28746  
Office: 828-625-9163

[www.myworkforcebenefits.com](http://www.myworkforcebenefits.com)

Within 30 days or so of your placement, the manager who placed you (or other company representative) will visit with you at the work site. This will be an additional opportunity to talk about your placement and employment experience. You may also receive a survey of employees, soliciting feedback about our services and your experience with us. If you have any problems or concerns, we hope you will call us right away. We take pride in you as our employee and want to do all we can to make your experience with us a positive one!

Once again, we are happy to have you as a new employee and look forward to working with you as you further your career. Please call us with any questions that you have about this packet or your employment with us.

**Please direct any questions you may have regarding tax forms and payroll timesheets to Betty Lynn Whitley, Accounting Coordinator, 252-265-9033 or [bettyw@vanguardprostaff.com](mailto:bettyw@vanguardprostaff.com).**

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