



Greetings from Temp Financial Services!

We are please that your personnel consultant has asked us to be the payroll employer for your temporary assignment. Your personnel consultant arranged for your temporary assignment, however, Temp Financial Services, Inc. pays you and is your employer of record. Please notify us of address changes to receive your W-2 at year end for tax purposes.

FORMS THAT MUST BE RETURNED:

1. Sign and return the Employee Agreement (Please read it carefully)
2. The completed W-4 form
3. The completed I-9 form (fill out section one only)
4. Two forms of unexpired identification (Refer to pg.9 of the I-9 for acceptable forms)
5. Direct Deposit Form (Optional)

REQUIREMENTS FOR COMPLETING YOUR TIMESHEET:

1. Record your exact hours daily and round daily total to the nearest quarter hour.
2. Fill out the total number of hours at the end of the week and sign your name.
3. **Your supervisor must sign for the approval of your reported hours.**
4. Check appropriate box for Mail, Pickup or Direct Deposit (if enrolled).
5. Fill in the Friday "Week Ending" date and your work number on the timesheet.
6. Email or Fax your timesheet to us each Friday.

Helpful Reminders:

- **Make several copies of your blank timesheet to use in future weeks.**
- **Email or Fax your timesheet to us by Friday.** Paychecks that are mailed should arrive by Thursday unless you enrolled in direct deposit or choose to pick up your check on Thursday at our office between 11:00 AM and 5:00 PM.
- **For check pick-up:** Come to 8554 Katy Freeway; Suite 326. TFS is on the third floor in the office building. Parking is free.
- **Call our office at (713) 932-6800 for questions and when your assignment ends** to inform TFS of your availability for further work. Failure to do so may negatively affect your employment status and relinquish your rights to pursue unemployment benefits.

Email: tfs@tfspayroll.com

-OR-

Fax: 713-932-6676