

ACCUEPARTNERS - NEW HIRE TEMPORARY EMPLOYEE AGREEMENT

Please read the below guidelines and sign acknowledging you have read and understand AccruePartners Temporary Agreement & Requirements.

MANDATORY DOCUMENTS

NEW HIRE FORMS: All candidates must fill out and return the following forms

1. **I9** - AccruePartners representative must complete and sign SECTION 2 with documents approved from the list of acceptable documents on I9 Form.
2. **Federal W4**
3. **State W4**
4. **Direct Deposit** - A voided check or Account Authorization provided by your financial institution is required.

OPTIONAL ENROLLMENT

AFFORDABLE LIMITED INSURANCE OPTION:

Please note you are eligible to enroll in benefits within 30 days of your start date or a qualifying life event (Please see form for QLE). Any changes to coverage must be made within 30 day enrollment period or annual Open Enrollment in January.

Do you have your Benefit Packet with complete coverage overview?

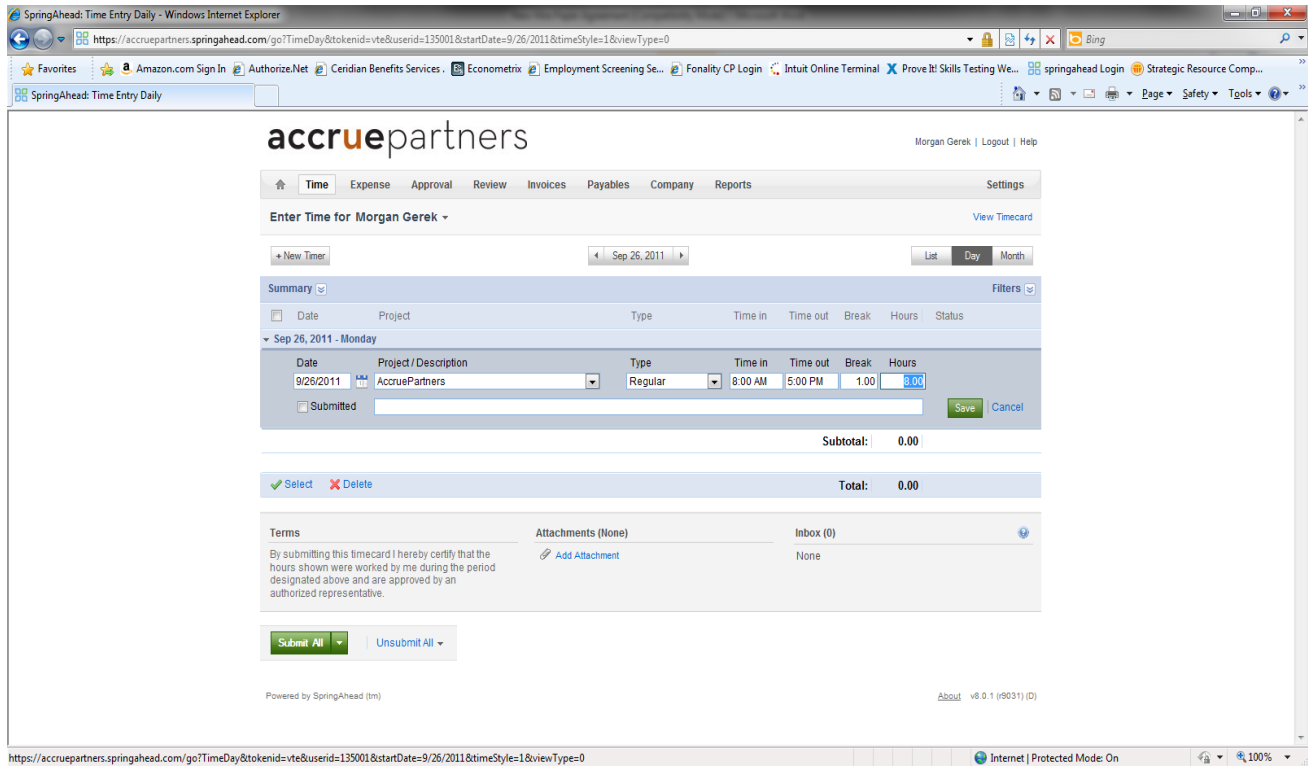
YES NO

- Employee/dependent(s) are eligible for benefits immediately
- Benefit coverage is effective the Monday following the first payroll benefit deduction
- Enrollment in Term Life Insurance: Beneficiary name and Social Security Number MUST be listed and legible
- Enrollment in Dependent Coverage: All dependent information MUST be complete prior to first benefit deduction to ensure dependent properly covered

TIMECARD SUBMITTAL

SpringAhead: *You will receive login information with detailed instructions via email prior to your start date.*

- **Deadline:** Timecards are due, **Friday by Close of Business**, for approval by your manager. *(submittal deadlines are subject to change due to AccruePartners recognized holidays)*
- **Submittal:** Submit your time only once a week: If time is entered daily, SAVE hours and SUBMIT after your hours are complete for the week
- **No Timecard to Submit:** Please notify AccruePartners if you will not be submitting a time card due to vacation or illness
- **Absent Approver:** If your manager is not available to approve your time card on Monday please notify AccruePartners as soon as possible



PAY CHECKS:

AccruePartners has a Friday payday guarantee (should no submittal deadlines be compromised)

- If proper Direct Deposit Information is provided at time of hire, your first check will be direct deposited into your account.

PAY STUBS:

- You will receive an e-vite from payroll@accruepartners.com inviting you to set up your access to <https://www.viewmypaycheck.com>.

AccruePartners, Inc. - ViewMyPaycheck Invitation

Payroll AccruePartners, Inc. has granted you access to the Web application AccruePartners, Inc. - ViewMyPaycheck. You may need to create an Intuit account if you do not already have one.

[Sign in to AccruePartners, Inc. - ViewMyPaycheck >](#)

- You will receive an email when your paycheck has been uploaded.
- To access your account after set up go to: <https://www.viewmypaycheck.com>
Under employees - type in your username and password.

ACKNOWLEDGMENT & RECEIPT OF NEW HIRE TEMPORARY EMPLOYEE AGREEMENT

I, _____ (*Print Name*), have completed all registration forms required for AccruePartners – New Hire Temporary Employee Agreement.

I, _____ (*Initial*), am aware of the Aetna enrollment deadline, have received a coverage overview packet and understand the Aetna option has coverage limitations.

I, _____ (*Initial*), am aware of timecard submittal deadlines and that AccruePartners is not responsible for payroll processing of late timecard submittals.

By signing below, you acknowledge that you have received a copy of AccruePartners Temporary Employee Agreement and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. This Manual is neither a contract of employment nor a legal document.

Signature _____ Date _____

Please sign and date one copy of this notice and return to AccruePartners. Retain a second copy for your reference.