

## AccruePartners: New Hire Temporary Employee Agreement

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

### Mandatory Documents

#### NEW HIRE FORMS

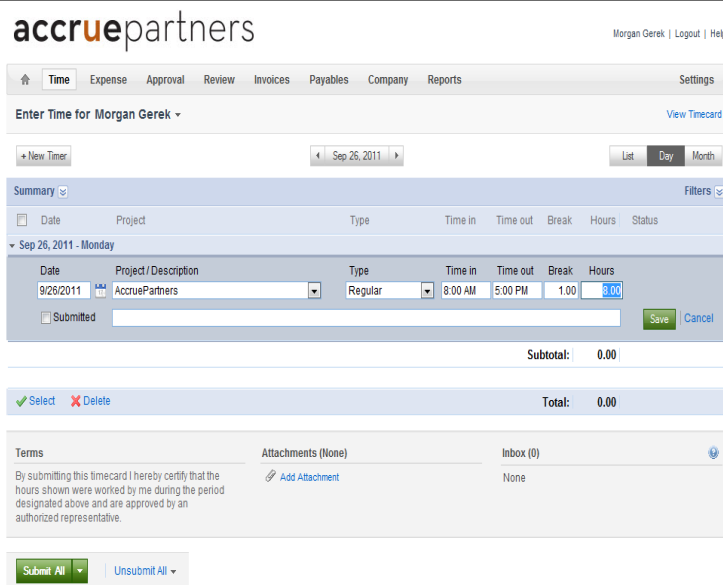
All candidates must fill out and return the following forms:

1. I9 (AccruePartners representative must complete and sign SECTION 2 with documents approved from the ACCEPTABLE DOCUMENTS List on I9 form)
2. Federal W4
3. State W4
4. Direct Deposit

### Timecard Submittal

#### SpringAhead

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



- **Deadline:** Timecards are due, **Friday - Close of Business (5:30)**, 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.

### Paychecks

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

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Below are the directions to view your pay stubs online:

- In an Internet Explorer browser, the web address is <https://eservices.paychex.com/secure>
- Your Company ID is 0429 in the first box and K833 in the second. (K is capitalized)
- Your username is the first initial of your first name and your entire last name in all lowercase letters. (example: "Joseph Bean" would be jbean).
- Your initial password is the first initial of your first name combined with the first initial of your last name capitalized and the last four digits of your Social Security number (example: using Joseph Bean with a Social Security # XXX-XX-6677, the password would be JB6677).

Upon clicking the Secure Login button for the first time, be sure to change your password.

Should you have any issues please feel free to contact me.



## Acknowledgement & Receipt of New Hire Temporary Employee Agreement

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

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