



Working with Professional Staffing Resources

Professional Staffing Resources is proud to have you as a member of our team! As our employee, you will be offered assignments based on your experience and skills and the needs of our clients. We are an equal opportunity employer. Visit our website for Career Tips and Printable Forms. Username: **mypsr** / Password: **earn\$**

Working Together-We receive messages 24 hours a day

- Professional Staffing Resources is your employer; always report all questions or concerns to us.
- Inform us regularly of your availability for work. Contact us at least once a week.
- Let us know if you have a change in your personal data such as an address or phone number change.
- Contact us within 48 hours of completion of each assignment. Failure to contact us may result in a voluntary quit and/or the loss of unemployment benefits.
- If an assignment ends, that does not mean you are terminated. You are only terminated if you are no longer eligible to be placed on another assignment. You will be notified by a representative of Professional Staffing Resources under these circumstances.
- Always call or leave a message when you are late or cannot report to work for any reason. Contact us prior to your assignment start time. As your employer, we will inform the client.
- Call immediately if you are injured on the job or have any problems on the job.
- No Call, No Show, No Job!** Failure to contact us may result in a voluntary quit and/or termination.

Your Commitment

- We must have a working telephone number where we can reach you or leave a message for you.
- When you accept an assignment, you are making a commitment to complete the entire assignment.
- You may accept or reject an assignment. The choice is always yours!
- Professional Staffing Resources offers a comprehensive benefit package that is explained in the Employee Welcome Brochure, including holiday pay, vacation pay and referral bonuses. While on assignment as a temporary, you are not entitled to any benefits from Professional Staffing Resources' Client/Customer.
- Professional Staffing Resources does not tolerate any form of unlawful discrimination or harassment. Please bring such matters to the attention of a Professional Staffing Resources staff member.
- Compliance with Professional Staffing Resources policies and procedures is your responsibility.

Tips For Success While On Assignment

- Report to your assignment on time each day. Know where to go, and who to report to before you start.
- Ask the supervisor on your assignment questions when you need help. If the assignment duties are not what we described, please let us know.
- Be friendly and helpful. If you finish your work early, ask what else you can do to assist.
- Keep the work you perform on assignment confidential.
- Create a positive impression by dressing appropriately.
- NO CELL PHONES!** Do not make or receive personal phone calls or text messages while at work. Emergency calls should be made on your breaks or during your lunch time.
- NO personal computer or Internet use.** Do not use company equipment for personal use.

Help Us Pay You On Time—Timecards due each Monday at noon

- Use the Quick Link on our website to access weekly timesheets Username: **mypsr** and Password: **earn\$**
- Fill out your timecard at the end of each day. It is your responsibility to make sure all fields are complete, legible, and accurate, including week ending date. For security purposes, we recommend only entering the last 4 digits of your social security.
- Obtain your supervisor's signature for approval of hours worked.
- We must receive it by **Monday at noon** following the week that you worked. A late timecard may result in delayed payment.
- Special timecard procedures during holidays, assignments, etc., we will announce via paycheck inserts.
- Payday is Friday following the week that you worked. We offer direct deposit to guarantee you receive your funds on Friday. If you do not opt for direct deposit, your check will be mailed on Wednesday via USPS to your address on file.