

Dear New Employee:

Welcome! Data Systems Search Consultants is happy to have you as a new contractor/employee.

Please complete the following forms: W-4, I-9, Personal Info form, and Direct Deposit form (if interested) and return to DSSC via email, fax A.S.A.P. We can not set you up for payroll without the information on these forms.

The procedure for completing and turning in timesheets and receiving your paycheck is as follows:

Go to the DSSC website. Scroll over EMPLOYEES and select: TIMESHEET (doc) and print copies. Complete one timesheet for each **two week pay period** worked. Fill out completely and have it signed by the appropriate manager or supervisor. Email (suzie@dssc.com) or fax (925) 256-9099 your timesheet to DSSC on or before 11:00 AM on the WEDNESDAY before each payday. (See Pay Schedule)

We are on a biweekly pay schedule, with paydays every other Friday. Pay periods start on Sundays, run two weeks and end on Saturdays. Your check will include pay for the hours worked during the two week pay period starting on a Sunday and ending on the Saturday two weeks later. Checks **will not include** hours worked on days beyond the end of the two week pay period.

We must receive your original timesheets by the Wednesday before each payday. If you are enroll in Direct Deposit and fail to turn in your approved timesheets by 11:00 AM on Payroll Wednesdays, you will receive a check and NOT Direct Deposit.

Upon acceptance of your contracting assignment, if you need to terminate the assignment before the end of the assignment, you are required to give DSSC a two week notice. No exceptions.

If you have any questions about procedures don't hesitate to call me at (925) 256-0635. Again, welcome aboard, from all of us at Data Systems Search Consultants.

Sincerely,

Suzanne B. Martinez
Administrative Manager