

INTERIM COMPENSATION SOURCE, INC.
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MEMORANDUM

TO: Newly Assigned Temporary Employee

RE: Required Paperwork and Documentation

Interim Compensation Source, Inc. (Interim) will be your employer of record for the tenure of your temporary assignment. Please read the following, legibly complete all forms listed below, initial or sign, where necessary, and provide required documentation. Omission of any information will delay issuance of paychecks. Please check in with Interim after you receive this paperwork.

- Interim Employment Policy – Two (2) Pages
- Interim Drug and Alcohol Policy - Two (2) Pages
- W-4
- I-9 – Complete Section I only
- Copy of Valid Driver’s License and Social Security Card
- Emergency Contact Information
- Workers’ Compensation Acknowledgement
- Authorization to Release Information

A timesheet is provided for recording hours worked each week. Be sure to make multiple copies of the blank timesheet, as it is your master copy for the duration of this assignment. Read the Employee Instructions section carefully. Completion of all blanks on the timesheet, calculation of daily and total hours worked each week and supervisor section completion are mandatory. Otherwise, paychecks will be delayed. If your assignment is complete, please check the “Assignment Complete” box. Interim maintains an accurate record of receipt of all timesheets and will contact any temporary employee directly if a timesheet is not received. Therefore, please do not contact Interim to confirm receipt of your timesheet. Interim will contact the temporary employee if any timesheet is not received. Timesheets are due every Friday if you do not work weekends. If you work weekends, timesheets are due by no later than 9:00 a.m. each Monday morning. Timesheets received after 9:00 a.m. each Monday will delay issuance of the paycheck until the following week. Paychecks are mailed or directly deposited each Tuesday. If you have questions regarding this procedure, please contact the offices of Interim. Good Luck!