



## How Job Assignments Work

Westaff handles everything. We call you and describe the assignment, its approximate length, the atmosphere, appropriate dress, directions, parking, lunch facilities and other information. The more you know, the more confident you are.

You are never obligated to accept an assignment from us. On the job, you represent Westaff as our goodwill ambassador. We want you to succeed and be happy with the work.

Please come by the Westaff office every so often to give us your feedback. We want to get to know you better, find out how you're doing, and make sure the assignment "match" is right for you and our customer.

### HOW YOU'RE PAID

Westaff pays you hourly, based on your assignment and qualifications. Your pay is established when you accept the assignment. We pay you for hours worked, excluding lunch periods. And before you work any overtime, call your Westaff supervisor for approval. Ask if they will call you or if you should call them.

When it comes to your paycheck, we only deduct what's required by law (city, state, or federal withholding taxes, Social Security and State Disability Insurance where applicable).

### YOUR TIME CARD

Before we can pay you, we must have an approved time card for each assignment, signed by your job supervisor. On the last working day of each week (our work week is Sunday through Saturday), fill in your time card legibly and completely, have your job supervisor sign it and then mail it or drop it off at the Westaff office. Fill out a time card every week whether or not you have finished the assignment. If you work more than one Westaff assignment in a week, you need to fill out a separate time card for each assignment. A late time card may delay your paycheck.

If you have any questions about your paycheck or deductions, just ask your Westaff supervisor.

### BONUS INCENTIVES

You can earn bonus incentives when you refer friends and family, and even more when you refer someone with especially hard to find skill sets. Westaff also welcomes and rewards referrals of potential customers.

All you have to do is tell your staffing coordinator the name of the customer before the customer places a job order or the applicant registers for work.