



Royal Staffing Services

3625 Thousand Oaks Blvd., Suite 245
Westlake Village, CA. 91362-3625
805 373 9909 Fax 805 494 4365

14011 Ventura Blvd., Suite 214-W
Sherman Oaks, CA. 91423-2909
818 981 1080 Fax 818 981 1338

ORIENTATION BOOKLET

YOUR COMMITMENT AS A ROYAL EMPLOYEE

When you accept an assignment through Royal Staffing Services you represent yourself as well as Royal.

The following are important points to remember at all times:

- Know where and to whom you are to report
- Know what your basic duties will be. Ask questions if you don't understand something.
- Once on the job, should you be asked to perform duties not originally described to you by Royal, please bring this to our attention as soon as possible.
- Dress professionally and appropriately for the job and don't bring any personal items.
- Be on time for your assignments.
- If you are unable to go to work, you are ill or if you have to be late for an assignment call Royal as soon as possible. Royal has 24 hour messaging. Please leave us a message at 818 981-1080 or 805 373-9909. Do not call the client company where you are working. We will notify the client.
- Text messages, personal emails or use of the internet for personal business while on an assignment is not permitted and can be grounds for termination.
- Do not make or receive personal phone calls while you are on an assignment. Your personal cell phone should be turned off. In case of an emergency, have the person contact Royal Staffing Services and we will contact you.
- Payroll information such as your rate of pay and bonuses paid are confidential. Please do not discuss this with other employees or with the client companies.
- Confidential information obtained at client companies must not be divulged or shared with others.
- Keep in touch with us. Call and let us know if you are available for work or if your street address, phone numbers, or email has changed.
- Frequently client companies will offer full time staff positions to a temporary employee. Please notify Royal immediately, in order that we may arrange for the transition to the client's payroll.



YOUR TIME CARD

Your time card is the basis for computing your paycheck. Fill in your time card each day that you work. Round your time to the nearest quarter hour and be as accurate as possible. It is your responsibility to obtain the signature of the supervisor at the company where you are assigned at the end of your assignment or at the end of the workweek (usually on Friday, but this may vary). Some of Royal's client companies request you fill out one of their time cards. Royal will advise you on how to handle this if you are assigned to one of these clients.

Illegible, incomplete or inaccurate time cards may delay your paycheck.

EMPLOYEE NAME _____ (1)							WEEK ENDING _____ (3)	
COMPANY NAME _____ (2)								
DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL REG. HRS	TOTAL O.T. HRS	
	SUN.							
	MON.							
(6)	TUES.							
	WED.							
	THURS.							
	FRI.							
	SAT.							
TIME CARDS MUST BE RETURNED TO ROYAL STAFFING ON OR BEFORE 5:00p.m. THE MONDAY AFTER THE WEEK YOU WORKED						(7)	(7A)	
Please Mail to: Royal Staffing Services P.O. Box 87528 Sherman Oaks, CA 91413		ACCT DEPT ONLY		MY ASSIGNMENT IS: <input type="checkbox"/> COMPLETED AND I HAVE ADVISED MY CONSULTANT <input type="checkbox"/> CONTINUING NEXT WEEK				
							(8)	

FOUR HOUR MINIMUM PER EMPLOYEE PER DAY.
CUSTOMER: Your signature certifies approval of hours, and acceptance of terms and conditions.
CUSTOMER SIGNATURE _____ (4)
TITLE _____ (4A)
Reminder: A standard placement will be charged if you convert a temporary employee to your staff.
CAUTION TO EMPLOYEE
Paycheck issued only if time slip is signed by authorized representative of the above named company.
HOURS ARE ACCURATE RECORD OF TIME WORKED ON ASSIGNMENT THIS WEEK.
EMPLOYEE SIGNATURE _____ (5)

The following refer to the CIRCLED numbers on the timecard sample on the previous page:

1. Employee name: make sure your name is the same as on your application including middle initial.
2. Company name: as given to you at the time of assignment.
3. Week ending: (Date) is always the Saturday following the week you worked.
4. Customer's signature: must be signed (you cannot receive a paycheck without it).
- 4A. Title: Client's Title.
5. Your signature: this means you have verified the hours.
6. List the date of each day you work.
7. Total (Regular Hours): all time in and time out should be listed to the nearest 1/4 of the hour using the decimal system.
15 minutes after the hour = 1/4 hour or .25
30 minutes after the hour = 1/2 hour or .50
45 minutes after the hour = 3/4 hour or .75
- 7A. Total: (Overtime Hours) overtime hours should be listed to the nearest 1/4 of the hour (i.e. 1/4=.25, 1/2=.50, 3/4=.75)
8. My assignment is: check appropriate box. Knowing your assignment is complete enables Royal to keep you working.



Remember: Total your hours daily & weekly less your meal periods. Royal does not pay for the travel time, meal periods or work time lost due to illness or personal need.

Federal and State regulations require a thirty (30) minute meal period after each five (5) hours of work, if you are scheduled to work more than a six-hour day. You must comply with this regulation. However, Royal does not pay you for this Federal & State required period. If a client requires you to work through your lunch period, please contact Royal immediately.

OVERTIME

Overtime will be paid in excess of eight (8) hours each workday or forty (40) hours in a workweek. Overtime can only be worked with prior approval of your supervisor.

TIME CARD DISTRIBUTION

You will receive a four (4) part time card when you begin your assignment and a time card with each paycheck.

These copies should be distributed as follows:

WHITE (ORIGINAL) and YELLOW	Return to Royal Staffing
PINK	Give to the supervisor at the client company
GOLDEN ROD	Keep for your records.

As soon as you have completed your workweek please FAX your time cards to:

Sherman Oaks: (818) 981-1338 or Westlake: (805) 494-4365

After you have faxed your time card please mail them to:
P.O. Box 57528, Sherman Oaks, CA 91413

Or you may also drop time cards off at:

SHERMAN OAKS	WESTLAKE VILLAGE
Mail Box at rear of:	3625 Thousand Oaks Blvd.
14011 Ventura Blvd. (East Bldg.)	Suite 245
Sherman Oaks	Westlake Village

Faxing your time card allows us to process payroll in a timely manner. However we need the original timecard to release your check to you.

Do not mail your time cards to these office addresses since your paycheck may be delayed. Mail only to the P.O. Box. We are not responsible for delays by the U.S. Post Office.

Time cards should be received by Royal Staffing Services no later than 7:00 a.m. Monday morning. If your time card is received after that time you may be paid the following week.



YOUR PAYCHECK

Your paycheck will be mailed to you each Wednesday following the week you worked for Royal. When you receive your paycheck, please check it to assure that your address, deductions, etc. are correct. Should you notice an error, or have any questions, contact Royal immediately. If you do not receive your check within a week from the date it was mailed, you may contact the Accounting Department at 818-981-1080. Direct deposit is not available at this time.

COMPLETION OF ASSIGNMENT

When you complete an assignment you may have the right to file for unemployment insurance (UI) benefits. If you file for UI benefits after completing an assignment, you should contact Royal to see if a new assignment is available, as part of your efforts to seek work.

