

WELCOME TO THE PSINAPSE TEAM



Welcome to the exceptional team of PsiNapse Staffing Professionals. This welcome package contains important information that you will need to know and complete prior to the start of your contract. This welcome package contains the following documentation:

Document	Description of Document	Action Required
Technical Consultant Agreement (Two Copies)	This form details the contract between PsiNapse Staffing and yourself. Attached is an Attachment A, which details the contract length, start date, approximate length and hourly compensation. We encourage you to read the document carefully.	Sign your copy and retain for your records. Sign our copy and we will retain for our records.
I-9	The Immigration and Naturalization Service requires this form and to complete it we must reviewing your US Passport or other documents that can establish your identity and employment eligibility.	Complete prior to commencing your contract.
W-4	This IRS form is required so that we can withhold the correct Federal income tax from your pay.	Complete prior to commencing your contract.
Direct Deposit Form	We pay all consultants by direct deposit. If you submit your time sheet bi-weekly by 1:00 PM Monday afternoon, your pay is deposited directly into the account by Friday, eliminating the worry of undelivered mail.	Complete prior to First Pay.
Bi-Weekly Payroll Schedule	This form details the payroll schedule and includes the Pay period start and end dates, the timesheet due date and the pay date.	No action required, retain for your records.
Timesheets	The timesheet is required to ensure that you are paid in a timely manner. Some consultants of PsiNapse will be required to submit paper timesheets.	Submit your time sheet bi-weekly by 1:00 PM Monday afternoon, your pay is deposited directly into the account by Friday
E-Chx Internet Time Clock Instructions	This will allow you to complete and view your timesheets online. The system works when you use it consistently. We recommend you place a sticky note on your computer monitor to remind you of this requirement. If you miss a punch, the system will inform you the next time you log in. Your Supervisors will also remind you and will be able to correct the punch for you.	You will need to access the internet time clock to log your hours appropriately. All corrections must be requested by the last Sunday of a pay period.

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Staffing and Consulting

On the Contract	This form provides some common-sense guidelines to conduct and attitude as a PsiNapse Staffing consultant.	No action required, retain for your records.
Emergency Notification Form	All PsiNapse consultants are immediately covered by Workers' Compensation. In the event of an injury, illness or emergency at the workplace we may need to notify a person (s) of your choosing.	Complete our copy and we will retain for our records.
Consultant Benefits	This form details all the benefits offered to PsiNapse consultants. Please read at your convenience.	No action required, retain for your records.
Consultant Harassment Form	PsiNapse will not tolerate any unlawful behavior, including sexual or other forms of harassment in the workplace. No individual should be subject to unwelcome verbal or physical conduct that is sexual in nature or that shows hostility to any other individual in any manner. Harassment refers to behavior that is not welcome, that is personally offensive, that debilitates morale, and that, therefore interferes with work effectiveness. This applies to interactions between PsiNapse employees as well as interaction between the Client and PsiNapse employees. Violations of this policy will result in disciplinary action up to and including termination.	Complete our copy and we will retain for our records.
Consultant Badge Replacement Policy	Some employees will be issued an identification card along with an F.O.B (Badge). This badge will allow access to your place of work. There will be a \$25 replacement fee for lost badges, which may be deducted from your final paycheck. Upon completion of your assignment, this badge must be promptly returned to PsiNapse Staffing. Failure to do so will result in a \$25 fee, which may be deducted from the final paycheck.	Complete our copy and we will retain for our records.
Patelco Credit Union Membership information	Those who join Patelco Credit Union save hundreds of dollars a year on loans, credit cards and no-fee checking accounts, compared to what those same services at banks frequently cost. In addition, Patelco members profit from our superior rates on car loans, certificate accounts and IRAs. The National Credit Union Share Insurance Fund, an agency of the federal government, insures accounts to \$100,000.	With First Pay Period and upon application and approval by Patelco.