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Temporary Employee Guidelines

Payroll

Upon commencement of your assignment with PeterSan Legal Temps (PLT), you will be paid on a weekly basis. Our standard pay period is Monday through Sunday.

- Every week you must complete a timesheet. You must fill in the hours that you worked; **minus lunch**, at the end of each week.
- Unless otherwise instructed; round your time to the **nearest quarter hour**.
- Timecards must be signed by your supervisor and submitted by **12pm each Monday** afternoon. Please be sure to total your hours before obtaining signatures.
- We will not process timesheets that have not been signed.
- If timecards are not submitted on time, we can not guarantee inclusion in that week's payroll. Thus, your payroll may be processed the following week.
- You should receive your pay within 7 working days from processing. If you choose to receive "live" checks, PLT will mail out checks on Wednesdays. We can not control USPS delivery times, though typically the delivery times are 1-2 business days from mailing.
- Petersan Legal Temps offers **Direct Deposit**. This service is available and active upon your first processed payroll. Direct deposit funds will enter your chosen bank account on Fridays.
- In the event the court system has required garnishments, we will be sure to subtract the amount specified by the courts. We can not alter the amounts without written verification from the specified court.

Vacation Pay

- PeterSan Legal Temps (PLT) temporary employees on assignment with PeterSan Legal Temps clients will be eligible for vacation pay of one day per **450 hours** continuous work with a minimum of 30 hours worked the week before the vacation day is taken, for a maximum of 4 vacation days per calendar year.
- Only one vacation day may be taken per pay period and you must have worked at least 30 hours in the previous week in order to use your vacation day.
- Vacation days must be used during the term of an assignment; vacation days earned do not roll over from one PeterSan Legal Temps assignment to the next.
- You must notify your PeterSan Legal Temps representative about your planned vacation day, or already used vacation day **prior** to the submission of that week's timesheet. Remember timesheets are due Mondays at noon.

Holiday Pay

- Temporary employees on assignment for PeterSan Legal Temps, who have worked a minimum of **900 hours** continuous employment for a PLT client, will be eligible for holiday pay. This policy is only active should a holiday fall during the normal business week. These holidays will include the Six Nationally recognized days:
 1. New Years Day
 2. Memorial Day
 3. Fourth of July
 4. Labor Day
 5. Thanksgiving Day
 6. Christmas Day
- In order to be eligible for holiday pay you must have worked 30 hours the week prior to the holiday, and be on assignment the week payroll is processed.