

LHM Management, Inc. Temporary Employee Information

*Welcome to the **LHM Management, Inc. Staffing Team!** In order to service your needs efficiently, we would like you to review the information listed below.*

ABSENCE

ALWAYS CONTACT YOUR SUPERVISOR AS WELL AS US. When you are late, cannot work the prescribed hours, or won't be able to report for work, CALL US 24 hours a day, 7 days a week. If you will be out for a number of days, it will be up to the client to decide on replacing you or awaiting your return. Our telephone number is 212-566-7600.

LUNCH

Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you take a minimum of **one half (1/2) hour lunch.**

OVERTIME

All authorized work you perform in excess of 40 hours per week (Monday To Friday) will be at time and one half (1.5) the regular rate. You are permitted to work overtime only if the client requests and approves such work. Approval **MUST** be obtained from us by the client before overtime can be authorized.

PAYROLL PROCEDURE

PAY WEEK

Our payroll week runs from Monday to Sunday and is paid on a bi-weekly basis. Checks are mailed from NY or could be directly deposited into your account. Direct Deposit is strongly encouraged. Please provide the proper direct deposit form along with a voided check if you are interested. Money is deposited into your account on a bi-weekly basis. Pay day is every other Wednesday, depending on your bank, money is guaranteed by Friday at 5pm.

TIMESHEETS

A CHECK WILL NOT BE ISSUED UNLESS A COMPLETED AUTHORIZED TIMESHEET IS SUBMITTED.

LHM uses a virtual payroll system called Virtual Timecard and Expense that enables you to log on directly to the system to input your hours onto a virtual timesheet. After you virtually enter your hours, your manager is notified to sign on to approve the hours virtually. Once we receive all of your completed payroll paperwork, we will set you up in the payroll system and an automatic email from Virtual Timecard and Expense will follow with your log in name and password. Instructions to operate the virtual payroll system are also included in the welcome email from Virtual Timecard and Expense. Cut off time to submit timecards is 10am on Monday morning, regardless if it is a pay week. It is strongly encouraged that you enter your hours on Friday before you leave for the weekend and have them signed off.

If you want your check, PLEASE have your time sheet in to us on time.

Welcome aboard! We look forward to working with you. If you have any questions, please call Len Adams or Heather Eidlen at 212-566-7600.