



## ASSIGNMENT AND TIME CARD INFORMATION

**Absolute Time Card Deadline: Friday at Midnight. Time Cards not received by this time will not be paid. It is mandatory that you contact Andiamo! Group if you are not able to meet this deadline for any reason.**

### EMPLOYEE TERMS:

- Employment is, and shall remain, "at will" unless otherwise agreed to in writing by an employer officer.
- Notify Andiamo! Group if there is any change in your availability for your current or future assignments.
- Notify Andiamo! Group if the company changes the end date of your assignment, the hours, the type of work, or your direct supervisor.
- All time cards must be approved by your supervisor in order to be paid.
- Time cards must be received by Friday night, Midnight, to be paid the following week.
- Lunch hours will be determined by the department to which you are assigned. If you work a full day you must take a lunch period as directed by law. [Please note that CA law requires employees to take at least a 1/2-hr lunch break when working a 5-hr or longer day.](#)
- All work in excess of 8 hours a day (California only) will be at a time and one half the regular rate. [You are permitted to work overtime ONLY if the client requests and approves such work IN ADVANCE.](#) Approval MUST BE obtained by the client from Andiamo! Group offices before overtime can be authorized.
- No payment is made for any holiday unless Holiday Pay is approved in writing by the client. Have the client contact Andiamo! Group offices at once if you are requested to work on a holiday.
- If you work less than the number of hours requested by our client, you MUST call Andiamo! Group and you should indicate the reason in the notes section of your Time Card: "Left-Ill," "Left-Personal," or "Left-work completed." If, without previous notice, your work day is seriously shortened by the client, telephone Andiamo! Group while still on the job.
- If you are unable to report to work or will be late in reporting, **CALL ANDIAMO! GROUP IMMEDIATELY! Do not call our client—always call Andiamo! Group.**
- If contacted directly by the company or any company you have worked at through Andiamo! Group in the past 12 months, please notify Andiamo! Group immediately.
- Please keep Andiamo! Group informed of your availability for work on a weekly basis. Not knowing your current availability limits our ability to find you work.
- In order to help us place you in future assignments you may be asked to update your resume or come in to the office to update your skills. If you are unable to do this it may limit our ability to place you in future assignments.
- Our pay week runs from Saturday through Friday. You will be paid for any time submitted by the end of the day Friday on the following Thursday. Our default method of payment is to mail it to the address listed on your I-9 form. If you wish to sign up for Direct Deposit (there is no wait time as long as we receive it no later than 10AM Tuesday of the week in which you wish to be paid), you only have to fill out the authorization form, attach a voided check, and fax it to Jessica Gambirasi at 415.374.8030. Should you desire to pick up your check, you must notify us no later than Wednesday morning. You may then pick up your check anytime between 8am and 4:30pm on Thursday. If not picked up by 4:30pm, the check will be mailed.
- Your Temporary Department Account Manager:  
**Jessica Gambirasi • 415.374.8020 • [Jessica@Andiamo-Group.com](mailto:Jessica@Andiamo-Group.com)**