

Labor Chaser INFORMATION SHEET

In order to serve you (as our employee) and our clients for whom we work, read this pamphlet and retain it for your information.

Your Responsibilities:

Report to work promptly

Work to the best of your ability with a good work attitude.

Complete your assignment and call us immediately.

Promptly call appropriate Labor Chaser Office if you cannot report to work.

No show or no call will result in automatic termination.

Call us with any questions or concerns relating to your assignment.

Report any work-related injuries within 24 hours to our office, or you will jeopardize payment of same.

Send your completed timecard to us immediately at the end of each week. Timecards due no later than Monday p.m.

FORMS

*****We only complete Federal and State forms, mandated by the government. Any other information will be processed in the order that it is received, and a fee will be incurred.**