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### **C&S Staff:**

**Paula S. Benne, CSP CTS**  
*President*

**Jerry Benne, CSP**  
*Vice President*

**Darlene Norment, CSP**  
*Accounting Director*

**Carrie Russell, CSP CTS**  
*Staffing Specialist*

**Sonnett Cagle, CSP CTS**  
*Staffing Specialist*

**Nicole Wilson, CSP**  
*Payroll Clerk*

**Mandy Thomas, CSP**  
*Account Representative*

**Stephanie Lehmen**  
*Community Relations Coordinator*

**Mary Heimericks**  
*Claims Manager*

**Penny Smith**  
*Office Assistant*

**Taryn Henderson**  
*Office Assistant*

 MEMBER OF  
American Staffing Association



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# Temp News

## FAQs

Frequently Asked Questions  
of C&S Business Services



Regardless if you are a relatively new employee of C&S Business Services or if you are a seasoned veteran with C&S, there are times when we have questions or need to confirm we have our facts correct. Remember to contact C&S anytime there are questions and/or if clarification is needed.

Here are some frequently asked questions received from C&S employees along with answers to those questions.

### ***Q: How often will I get paid?***

**A:** C&S pays employees weekly (every Friday unless a holiday falls on Friday at which employees will be notified of the change in pay days). C&S offers and encourages direct deposit which processes each Friday. In the event that direct deposit is not possible, C&S will mail paper pay checks on Thursday evenings.

### ***Q: How many hours do I have this pay period?***

**A:** Please contact C&S by email at payroll@cs-business.com or by phone at 573-635-9295 to request this information.

### ***Q: What benefits does C&S Business Services offer to its employees?***

**A:** Employees are eligible for Holiday Pay for C&S recognized holidays after completing 960 hours (approximately 6 months) and Vacation Pay after 2,080 hours (approximately 1 year).

C&S also offers a traditional health insurance plan to employees who have worked 1 year/1,560 hours. In addition, a Fixed Indemnity Insurance plan is available to all C&S employees directly upon hire.

### ***Q: How do I set up Direct Deposit?***

**A:** If you haven't already received a "Welcome Letter" from C&S, please call and request that one be emailed to you. This will allow you to create a user name and password on the C&S website. You can then add &/or change direct deposit information as well as see all past pay check stubs. *Note: It is important to click "submit changes" when making any updates.*



### ***Q: What do I need to do if I am sick and unable to come to work?***

**A:** Always contact **both** C&S and your onsite supervisor if/when you are absent. Because C&S Business Services is your employer and issues/approves time cards for weekly pay checks, it is necessary to inform C&S as well as your onsite supervisor any time there is an absence.

### ***Q: What is the deadline for submitting time using the C&S Employee Portal?***

**A:** Hours should be entered for the work week **no later than Sunday evening** to allow time for supervisor approval.

# Announcements

## C&S Celebrates 45th Anniversary in 2022



2022 marks a milestone for C&S Business Services as we celebrate 45 years in business! It all started in 1977, when Carolyn & Scott Thompson opened the first staffing agency introducing employment services in Jefferson City and the surrounding area.

In 1989, Paula S. Benne (current C&S owner/president) purchased C&S Business Services and at that time, focused primarily on providing temporary clerical services. Since then, C&S has continued to grow (expanding its services, staff and facility) while achieving numerous awards, accreditations and recognition within the community and the staffing industry.

C&S is thankful to everyone who plays a part in our continued success -- our employees, staff, clients and all those in the community we have the privilege to serve!

Stay tuned for details on commemorating the 45th anniversary of C&S Business Services!

## C&S President Receives Chamber Chairman's Award



C&S President, Paula Benne, recently received the 2021 Chamber Chairman's Award at the Jefferson City Area Chamber of Commerce 129th Annual Meeting. Paula has held many different leadership roles with the Chamber over the years including the board of directors, executive committee and most recently as Treasurer.

She was presented the award from 2021 Chamber Chair Jeff Davidson at the Annual Meeting. C&S is extremely

proud of our President and we congratulate Paula for receiving this distinguished award!

## Lehmen Recognized for Service

Stephanie Lehmen, Community Relations Coordinator, was recognized for achieving 5 years of service with C&S Business Services.

In her role as Community Relations Coordinator, Stephanie's duties include marketing, community relations/outreach and recruitment.

Stephanie was presented a plaque by C&S President, Paula S. Benne for her service.



## What's happening in February:

**February 2** -- Groundhog Day

**February 14** -- Valentine's Day

**February 21** -- Presidents' Day  
(C&S open regular business hours)



## Permanent Placements

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

*Laura Weiler  
Michael Kerr  
Nichole Kless  
Trevor Scheer  
Kenneth Oswald  
Tiffany Baclesse  
Angela Hagan  
Sheri Huels  
Christina King  
Anita Rajan  
Sara Armendariz*



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