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American Staffing Association



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In an effort to keep C&S employees informed and to keep the lines of communication open, we would like to share a few frequently asked questions (and answers) about employment through C&S. This information may also be a helpful reminder as time passes during your employment with C&S.

Q: How often and when do I get paid?

A: C&S employees are paid weekly on Fridays. Employees are encouraged to have their checks directly deposited into their bank accounts. It is an easy process and the C&S staff can assist with getting your direct deposit set up. For those who do not use direct deposit, paper paychecks are placed in the mail on Thursday of each week.

Q: How much is my paycheck this week?

A: Employees can access C&S web portal at any time to view their paychecks. Employees are also encouraged to contact their bank directly regarding their paycheck balance.

Q: Can I get paid by Pay Card?

A: C&S does not pay via Pay Cards. However, C&S can direct deposit paychecks to your established bank account or card.

Q: Does C&S offer holiday pay?

A: Yes. C&S employees who have worked 960 hours, in one or more consecutive assignments with no more than a 12-month lapse between assignments preceding the holiday and who work both the day before and after the holiday, are qualified to receive holiday pay. C&S recognizes (pays) the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Q: Does C&S offer vacation pay?

A: Yes. C&S employees who have worked 2,080 hours in one or more consecutive assignments (with no more than a 12-month lapse between assignments) qualify to receive 40 hours of vacation pay. Employees may contact the C&S Payroll Department to confirm if/when they qualify for vacation pay.

Q: What do I need to do to receive vacation or holiday pay?

A: All vacation and holiday pay must be approved (prior to use) by your workplace supervisor and by C&S Business Services. Since C&S is your employer, it is necessary to also inform C&S after getting approval from your workplace supervisor.

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**HOLIDAY
PAY
& TIME OFF**



QUESTIONS

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Q: How can I benefit from the C&S Referral Program?

A: Anyone can participate and benefit from the C&S Refer-A-Friend Program. (You don't even have to be a current C&S employee to participate.) Here's how it works...

Each time you send a new referral to C&S who is placed on an assignment lasting 160 hours or more, you will receive \$60. There is **no limit** to the number of referrals you can send to C&S or the money you can earn! Plus, your referrals also earn \$40!

Q: So, how do I participate in the C&S Referral Program?

A: Participation is easy. Simply sign up under the Refer-A-Friend tab on the home page of the C&S website <https://cs-business.com/refer-a-friend/> or sign up using this QR code. A member of the C&S staff will be in contact regarding verification of your referral and payment.



Q: Who do I contact if /when I need to be absent from work?

A: It is policy for C&S employees to contact **both** their workplace supervisor and C&S Business Services anytime there is an absence from work. Even though your place of employment is with/at a client business, C&S is responsible for keeping record of attendance for payroll and other purposes.



Therefore, it is necessary to inform C&S as well as your on-site supervisor regarding absences. A voicemail message can be left for C&S if calling before or after business hours.

Q: Why is it necessary to inform C&S when my contact information changes?

A: C&S will contact employees for a number of reasons (W2 forms, job offers, email/mail updates, announcements, etc.) throughout your employment. Therefore, anytime there is a change in your phone number or address (email and/or home address), please contact C&S with the updated contact information.



What's happening in August:

August 12 – International Youth Day

August 13 – International Left Handers Day

August 21 – World Senior Citizen Day

August 26 – National Hot Dog Day

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!

Travis Ruetters

Kierra Kearns

Lonny Thach

Austin Meyer

Gwendolyn Abernathy

Miguel Ortiz-Torres

Leigh Smith

Mishelle Wooten

Ajani Pitcairn

Alena Walters

Ann Gannon-Beagle

Exclusive Ticket Giveaway from C&S Business Services



C&S Business Services is proud to be the Title Sponsor for the upcoming 2022 *Redemption Inside the Walls* concert scheduled for Saturday, September 17, at the Jefferson City Jaycees Fairgrounds.

C&S is giving away 2 tickets to the RITW concert featuring Rend Collective (\$30/each value)!

If you would like to enter to win 2 tickets to see *Rend Collective*, simply send an email with your name and daytime phone number to stephaniel@cs-business.com by **August 16**.

September 17, 2022 • 7:30 p.m.
Jaycees Cole County Fairgrounds

The winner will be chosen from the entries received and notified the week of August 22, to make arrangements for the tickets. Enter now and good luck!

Tickets are also available for purchase at:

<https://www.redemptioninsidethewalls.com/?lang=en#/tickets?lang=en>

Thought for the month

**IF YOU AREN'T
WILLING TO
WORK FOR IT.
DON'T COMPLAIN
ABOUT NOT
HAVING IT.**