



## Adirondack Staffing Solutions, LLC

### Important Information for Temping

**TIME SHEETS:** Please send me a completed time sheet at the end of your shift, or if multiple days, at the end of your work week. Text is preferred to Steph: (518)867-5073. If you forget to bring one with you to the office, most of the time receptionists are happy to print one from our website, if you ask nicely. There is a time keeping feature in the app that I am happy if you use, however some offices may need a copy of the paper time sheet.

**PAYMENT FOR YOUR SERVICES:** Adirondack Staffing Solutions does not pay "Temporary Candidate" directly. Payment is made to "Temporary Candidate" in the form of cash, check, direct deposit, and often through the client's payroll. Please keep your time sheets filed in a safe place as you may receive 1099's or W2's from said offices. Always feel free to ask the office directly how they handle temp pay/taxes. In the event a check is mailed, please allow at least 10 days before contacting us regarding payment.

**PLACEMENTS:** Please download our app, if you haven't already. All the available shifts will be posted there in real time. Occasionally offices do not inform me that they no longer need coverage until I let them know someone accepted the shift. Thank you for your patience with this. Adirondack Staffing Solutions cannot guarantee any assigned temporary or permanent position to any dental office. The placements get cancelled from time-to-time and sometimes we have to ask multiple people at the same time and the first to respond will get the shift. Last minute requests will usually be texted to you directly. Occasionally emails will be sent. Although a response is appreciated, please do not feel obligated to reply to texts that do not serve relevance to you.

**GOOGLE CALENDAR:** We highly recommend using the Google Calendar app. We send invites out, via email, with all of the information for your upcoming gig(s). Installing and using this app ensures you will have all of the information necessary for success. We have some candidates that have stated that as long as they "accept" the google invite, it will sync with their iPhone calendar. Great! We may eliminate this as the Adirondack Staffing Solutions App evolves.

**Working Directly with offices in scheduling shifts:** We completely allow and respect directly scheduling shifts and discussing permanent placement with our clients (dental offices). PLEASE KEEP US IN THE LOOP should you schedule any shifts with the offices directly, so that we can get the shifts on our calendar.

**PERMANENT POSITIONS:** Please let us know if you are either looking for a permanent position or would *consider* one. We work with so many dental offices with different needs. We would not want you to miss an opportunity with one of our great clients. Should you decide to work permanently with an office that we referred you to, please let us know.

Serving our community is priority. Thank you for choosing to work with us in doing so.