Best Practices

Employee Guide to Success

KirkmanBeck

hiring for the possible

PROFESSIONALLY MANAGING

HIREUP healthcare | HireUp STAFFING SERVICES

HIREUPSS.COM | HIREUPHEALTHCARE.COM

Our Mission

Here at Hire Up Staffing & Healthcare, we do our best to create a clear path for employment opportunities between you and our clients. We identify potential employment opportunities with reputable companies in your local area.

Our professionally trained recruitment teams will market your experience to hiring managers who seek your unique skill set.

Communication

We post new job openings daily, so check our website often and follow us on social! Be sure to communicate with your recruiter if you see any new jobs openings that interest you.

+ **jobs.hireupss.com**

Job Performance

Take pride in your work and do your best!
Always be polite and courteous and always put forth your best effort.

Do not use personal cell phones while at work.
Do not use client telephones or electronic devices for personal use. Company resources should be used for appropriate business purposes only.

Client information should be kept confidential at all times.
This is to be used for business purposes only and is not to be used in any unauthorized or inappropriate way.

Keep your skills sharp.
Online tutorials for various software programs are available for your convenience. Contact your recruiter to obtain access to these resources.

Assignment Guidelines

Safety First
Report any and all safety issues or concerns to your recruiter ASAP.

Attendance
Hire Up Staffing & Healthcare employees are expected to be present for work on time, every day. While on assignment be sure to log your hours daily. Always give as much notice as possible if you anticipate being late, and alert your recruiter that you expect to be tardy or absent. Be cautious of excessive lateness and absenteeism. It causes disruptions to daily business operations and is a burden on other team members.

Assignment Guidelines (cont.)

After Hours Emergency Line
Call your local Hire Up Staffing & Healthcare Branch at any time in the event of an emergency or need to miss any time. Select option 2, and then the individual you need to reach. Be sure to connect with someone directly so they can communicate the situation to your supervisor. Email and text messages are not acceptable forms of schedule changes. After you reach a Hire Up Representative, next contact the supervisor or HR at your job site.

+ Email hr@hireupss.com if you cannot reach anyone at Hire Up Staffing & Healthcare.

Submitting Time
To log your time while on assignment, go to hireupss.com and access your time card by selecting "Employee Login".

Payroll
Employees are paid weekly every Friday, for the week prior, by direct deposit. If you do not have access to an account that allows direct deposit, please request that a pay card be issued to you. Until you setup direct deposit or request a pay card, you will receive a live check that will need to be picked up at the local office between 8:30am-4pm each Friday.

Download the ADP app to properly setup direct deposit. Please note that you will need to create a new account with ADP even if you have used ADP previously. Your bank account information can be added under the payment options under the "myself" tab.

IMPORTANT: You will receive a Welcome Email with instructions on creating an ADP Account for Tax Information purposes.

+ Paystubs are available through ADP Workforce Now at online.adp.com. Follow the steps to recover your login information or contact Hire Up Staffing & Healthcare to help you.

Employee Resources
Visit hireupss.com/employee-resources to view & download pertinent employee information.

Questions?
Please reach out to your recruiter for any questions regarding your assignment, time off requests, benefits or other employment related issues. We are here to help!

Employee Benefits

We offer employee benefits to full-time employees who meet the minimum hours and eligibility requirements.

+ Paid Sick Leave
  Up to 24 hours per anniversary year, after 90 days of employment.
+ Medical, Dental, Vision, Voluntary Life & AD&D Insurance
  80% Monthly Premiums Covered for the Employee 1st of the month after 5 months of full time employment.
+ 401k Safe Harbor 4% match Retirement after 1 year of full time employment
  Enrollment in January and July
+ Employee of the Month
  Gifts valued up to $50, certificate and recognition on our social media.

If you have questions regarding benefits eligibility, please contact HR at benefits@hireupss.com or 559.579.1332.

Harassment & Complaints

We always have the best interests of our employees so if you feel that you have been mistreated or need to file a complaint, please contact HR at hr@hireupss.com or 559.579.1332.

Headquarters

Corporate Headquarters
1000 Texan Trail, #125
Grapevine, TX 76051
469.420.5255

West Coast Regional Headquarters
575 E. Locust, #203
Fresno, CA 93720
559.579.1332

Texas Offices

Austin
9430 Research Blvd, Echelon 1 #100, Austin, Texas 78759
512.647.1487

Dallas
1000 Texan Trail, #125
Grapevine, TX 76051
469.420.5255

Houston
7026 Old Katy Road, #255
Houston, TX 77024
281.800.9124

San Antonio
700 N. St Mary's St, #1400
San Antonio, TX 78205
726.201.9299

California Offices

Bakersfield
5000 California Ave, #204
Bakersfield, CA 93309
661.379.8807

East Bay
6601 Owens Drive, #235
Pleasanton, CA 94588
669.213.0149

Fresno
321 E. Herndon Ave, #101
Fresno, CA 93720
559.579.1331

Healthcare Travel Team
575 E. Locust, #203
Fresno, CA 93720
559.931.9011

Modesto
1150 9th Street, #C
Modesto, CA 95354
209.213.5636

San Diego
9640 Granite Ridge Dr, #100
San Diego, CA 92123
858.251.1547

Visalia
1736 S. Central St, #B
Visalia, CA 93277
559.334.3454