

## Welcome To Nauticus Group

Welcome to our family of Temporary/Consulting Finance and Accounting Professionals. We're glad to have you on our team! We have many exciting job opportunities in all aspects of Finance and Accounting. Here are just a few areas where we can help you find a job:

◆ Accounting ◆ Budgeting and Forecasting ◆ Sarbanes-Oxley Consulting ◆ Bookkeeping ◆ Finance ◆ Tax ◆ Payroll ◆ Credit & Collections ◆ Data Entry

Nauticus Group is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.

### About Your Assignment

- ◆ Once you have accepted an assignment with Nauticus Group, you will receive all the information necessary to start – company name, location, supervisor, duration, duties and other details.
- ◆ On your first day, call and let us know your work e-mail address and phone number.
- ◆ For any time off, make sure to notify your job supervisor and your Nauticus Group Recruiting Manager. It is considered time off if you will be taking a day, half day, getting in late, leaving early or taking an extended lunch.
- ◆ Call us when your assignment is nearing completion, so we can find a new job opportunity.
- ◆ If you are offered a full-time position at your Nauticus Group assignment, please let us know immediately.
- ◆ Please, absolutely no physical work or driving.
- ◆ You are not permitted to handle or borrow cash from anyone while on assignment.

### Points To Remember

- ◆ Be punctual. It is important that you arrive on time or early every day.
- ◆ Always be a professional. Many assignments involve working with sensitive financial information. Professionals do not talk about their work in cafeterias, elevators or other public places.
- ◆ When introduced to your supervisor at the client's office, talk about those things that will make your job easier, such as tasks you will be performing and what the standard office procedures and expected work hours are. You should not take breaks, lunches, etc., except in accordance with client's standard policies.
- ◆ Understand that Nauticus Group is your employer, not the company to which you are assigned.
- ◆ If the status of the assignment changes or if you encounter any problems on an assignment, discuss the matter with your Recruiting Manager immediately. Examples include:
  - A change in assignment duties, hours or reporting manager.
  - The assignment is extended or terminated early.
  - A full-time job offer is made by the hiring manager on a current assignment.
  - An offer of employment is made by the client after your assignment ends.
  - Personal issues occur at the job site.
- ◆ Strive to do your job well. Be alert. Be polite. And when in doubt, ask questions!
- ◆ Don't accumulate your time sheets. Report your work hours for each week on a separate time sheet and fax the time sheet only once each week to 973-921-9799. We will let you know if we do not receive it.

### **Continuing Your Job Search**

If you plan to continue your job search, please:

- ◆ Schedule interviews at a convenient time for our client, such as early morning, late afternoon or lunchtime. This causes less disruption for our client and allows you maximum pay for each day's work
- ◆ Notify your job supervisor and Nauticus Group Recruiting Manager in advance (one or two days' notice is sufficient) if you'll be on an interview or unavailable for any other reason.
- ◆ Give us time to find a suitable replacement (one or two weeks' notice is adequate for most assignments) if you accept a full-time job and must start before your Nauticus Group assignment ends.

### **Getting Paid**

- ◆ You can choose direct deposit as a payroll option. The benefit of direct deposit is that you do not have to wait for your check in the mail and take it to a bank for processing. Instead of a paycheck, you will receive a paycheck stub that lists your pay received, tax deductions and other payroll information. A direct deposit form is included in this folder if you plan to take advantage of this benefit.
- ◆ You must submit a time sheet signed by the client indicating the actual number of hours you worked on each day of the week. Never ask the client to sign any blank or incomplete time sheet. Falsifying or forging time sheets is illegal. If any questions arise concerning your hours, call your Nauticus Group Recruiting Manager for Help.

Your Responsibility:

- ◆ All hours must be submitted in writing. Time sheets must be filled in by you, be complete and be signed by your job supervisor.
- ◆ All overtime must be approved by your job supervisor.
- ◆ Report your total hours each week on your timesheet.
- ◆ Fax your time sheet to the fax number at the bottom of the time sheet. Fax only once. Do not mail your time sheet.
- ◆ To ensure prompt payment, fax your time sheet by Friday, 6 p.m.
- ◆ If you move or your name changes, notify Nauticus Group's payroll department promptly. To change your withholding exemptions, fill out a new W-4 and submit it to Nauticus Group's payroll department.
- ◆ Do not discuss your salary or pay rate with the job supervisor or other temporaries.
- ◆ If you have payroll-related questions, you can call (973) 921-9777 and ask for payroll.

### **Referral Bonus**

Great employees are the key to a successful business. We understand that high quality employees like you often know of other talented people who may wish to work with Nauticus Group. If you have a friend or colleague in need of career assistance, help them and help yourself! Speak to your Recruiting Manager today about our referral bonus program.



## PAYROLL/TIME SHEET PROCEDURES

**Payroll is processed bi weekly on Friday.** Attached please find the pay cycle calendar. It shows each pay date and the corresponding pay period.

**PLEASE PRINT CLEARLY.** In order to be paid on time, every time sheet **MUST** provide the following information:

1. **Week Ending Date** – Friday's Date
2. **Employee's Name** – Print your name
3. **Client** – Print the name of the company you are assigned to
4. **Employee's Signature** – Sign your timesheet
5. **The last 4 digits of Your Social Security Number** – Print legibly
6. **Client's Signature** – You must have the client sign your timesheet
7. **Print Name** – Client's printed name

### TIME SHEET DATA

1. **Record each day's date in the Date column**
2. **Record regular hours and the days you worked** – Record all hours worked
3. **Start Time** – Record the time you report to work
4. **End Time** – Record the time you break for lunch
5. **Start Time** – Record the time you return to work
6. **End Time** – Record the time you leave for the day
7. **Total** – Enter the total hours for each day and the total hours for the week
8. Fax your time sheet every Friday to the number listed at the bottom of the timesheet

### HOW TO ENSURE YOU WILL RECEIVE YOUR PAYCHECK ON TIME:

1. PLEASE MAKE SURE **YOU AND YOUR** SUPERVISOR SIGN YOUR TIME SHEET BEFORE FAXING. YOUR PAY CHECK CANNOT BE PROCESSED WITHOUT BOTH SIGNATURES, AND YOUR PAY CHECK WILL BE DELAYED UNTIL ALL SIGNATURES ARE RECEIVED. WE CANNOT MAKE EXCEPTIONS!
2. Follow the instructions specified your time sheet.
3. Unless you have made special arrangements, your paycheck will be mailed to you.
4. If you prefer to pick up your check, call our payroll department. Checks that are held will be available on the pay date at our Springfield location.

## **NAUTICUS GROUP PAY CYCLE CALENDAR**

- ◆ Friday, May, 14, 2010 – Weeks Ending 04/30/2010 and 05/07/2010
- ◆ Friday, May 28, 2010 – Weeks Ending 05/14/2010 and 05/21/2010
- ◆ Friday, June 11, 2010 – Weeks Ending 05/28/2010 and 06/04/2010
- ◆ Friday, June 25, 2010 – Weeks Ending 06/11/2010 and 06/18/2010
- ◆ Friday, July 9, 2010 – Weeks Ending 06/25/2010 and 07/02/2010
- ◆ Friday, July 23, 2010 – Weeks Ending 07/09/2010 and 07/16/2010
- ◆ Friday, August 6, 2010 – Weeks Ending 07/23/2010 and 07/30/2010
- ◆ Friday, August 20, 2010 – Weeks Ending 08/06/2010 and 08/13/2010
- ◆ Friday, September 3, 2010 – Weeks Ending 08/20/2010 and 08/27/2010
- ◆ Friday, September 17, 2010 – Weeks Ending 09/03/2010 and 09/10/2010
- ◆ Friday, October 1, 2010 – Weeks Ending 09/17/2010 and 09/24/2010
- ◆ Friday, October 15, 2010 – Weeks Ending 10/01/2010 and 10/08/2010
- ◆ Friday, October 29, 2010 – Weeks Ending 10/15/2010 and 10/22/2010
- ◆ Friday, November 12, 2010 – Weeks Ending 10/29/2010 and 11/05/2010
- ◆ Friday, November 26, 2010 – Weeks Ending 11/12/2010 and 11/19/2010
- ◆ Friday, December 10, 2010 – Weeks Ending 11/26/2010 and 12/03/2010
- ◆ Friday, December 24, 2010 – Weeks Ending 12/10/2010 and 12/17/2010
- ◆ Friday, January 7, 2011 – Weeks Ending 12/24/2010 and 12/31/2010
- ◆ Friday, January 21, 2011 – Weeks Ending 01/07/2011 and 01/14/2011
- ◆ Friday, February 4, 2011 – Weeks Ending 01/21/2011 and 01/28/2011
- ◆ Friday, February 18, 2011 – Weeks Ending 02/04/2011 and 02/11/2011
- ◆ Friday, March 4, 2011 – Weeks Ending 02/18/2011 and 02/25/2011
- ◆ Friday, March 18, 2011 – Weeks Ending 03/04/2011 and 03/11/2011
- ◆ Friday, April 1, 2011 – Weeks Ending 03/18/2011 and 03/25/2011
- ◆ Friday, April 15, 2011 – Weeks Ending 04/01/2011 and 04/08/2011
- ◆ Friday, April 29, 2011 – Weeks Ending 04/15/2011 and 04/22/2011
- ◆ Friday, May 13, 2011 – Weeks Ending 04/29/2011 and 05/06/2011
- ◆ Friday, May 27, 2011 – Weeks Ending 05/13/2011 and 05/20/2011
- ◆ Friday, June 10, 2011 – Weeks Ending 05/27/2011 and 06/03/2011
- ◆ Friday, June 24, 2011 – Weeks Ending 06/10/2011 and 06/17/2011
- ◆ Friday, July 8, 2011 – Weeks Ending 06/24/2011 and 07/01/2011
- ◆ Friday, July 22, 2011 – Weeks Ending 07/08/2011 and 07/15/2011
- ◆ Friday, August 5, 2011 – Weeks Ending 07/22/2011 and 07/29/2011
- ◆ Friday, August 19, 2011 – Weeks Ending 08/05/2011 and 08/12/2011
- ◆ Friday, September 2, 2011 – Weeks Ending 08/19/2011 and 08/26/2011
- ◆ Friday, September 16, 2011 – Weeks Ending 09/02/2011 and 09/09/2011
- ◆ Friday, September 30, 2011 – Weeks Ending 09/16/2011 and 09/23/2011
- ◆ Friday, October 14, 2011 – Weeks Ending 09/30/2011 and 10/07/2011
- ◆ Friday, October 28, 2011 – Weeks Ending 10/14/2011 and 10/21/2011
- ◆ Friday, November 11, 2011 – Weeks Ending 10/28/2011 and 11/04/2011
- ◆ Friday, November 25, 2011 – Weeks Ending 11/11/2011 and 11/18/2011
- ◆ Friday, December 9, 2011 – Weeks Ending 11/25/2011 and 12/02/2011
- ◆ Friday, December 23, 2011 – Weeks Ending 12/09/2011 and 12/16/2011
- ◆ Friday, January 6, 2012 – Weeks Ending 12/23/2011 and 12/30/2011



## NAUTICUS GROUP POLICIES & PROCEDURES

1. If you are late or sick, you are to call **NAUTICUS GROUP** at 973-921-9777 and immediately inform us of the problem and your expected time/date of return.
2. **NAUTICUS GROUP** must be informed AT LEAST 24 hours in advance of anytime needed for appointments, doctors, dentist, etc. Remember attendance is a key factor in the continuation of your assignment. Too much time off is a common reason for an assignment ending.
3. You are expected to work according to the client's schedule, take lunch breaks accordingly and properly record your hours on your timesheet.
4. **NAUTICUS GROUP** requires AT LEAST 1-week notice if you leave an assignment prior to its scheduled end date.
5. Do not use e-mail or the internet for personal use, make any personal phone calls or engage in texting while you are at work.
6. Do not keep personal items at your desk for the duration of your assignment.
7. Do not spend time chatting in the office while on company time.
8. You recognize and acknowledge that this Agreement creates a confidential relationship between you and Nauticus Group and that information concerning Nauticus Group's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Nauticus Group or Nauticus Group's clients is hereinafter collectively referred to as "CONFIDENTIAL INFORMATION."
9. You agree that, except as directed by Nauticus Group, you will not at any time during or after the term of this Agreement disclose any CONFIDENTIAL INFORMATION to any person whatsoever and that upon the termination of this Agreement it will turn over to Nauticus Group all documents, papers, and other matter in its possession or control that relate to Nauticus Group or Nauticus Group's clients.
10. You agree that any information received, in any format, from a client will not be distributed to anyone outside the client unless specifically directed by the client to do so. This includes but is not limited to forwarding e-mails to a personal e-mail account or anyone outside of the company.
11. You agree to notify Nauticus Group immediately if you are offered any type of employment, with a client you are currently or were previously assigned through Nauticus Group to, directly or indirectly through a third party during your assignment or for a period of up to 180 days after your assignment has ended.
12. You agree not to accept any offers of employment, with a client you are currently or were previously assigned through Nauticus Group to, directly or indirectly through a third party during your assignment or for a period of up to 180 days after your assignment has ended without the written consent of Nauticus Group.
13. Your timesheet **MUST** be faxed in with your supervisor's signature on Friday to 973-921-9799.

Please sign below to confirm that you have read and understand the above guidelines, payroll processes and pay cycle and agree to abide by the policies and procedures set forth by **NAUTICUS GROUP**.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date