



11710 Plaza America Drive, Suite 2000 • Reston, VA 20190
703-689-0699 ph • 703-636-8966 fax • www.mitgroupllc.com

MIT Group Consulting Arrangement Procedures and Policies

MIT GROUP would like to welcome you as our contract employee! We hope to be a reliable employer and to provide you with a comfortable working experience. To achieve this, there are a few procedures and policies that all contract employees must follow. Please read each of them carefully, initial where indicated and sign the following page. If faxing, send to (703) 636-8966 or pdf to accounting@mitgroupllc.com. Feel free to call us with any questions.

Payroll Setup Procedures:

Employment documents (I-9, and tax forms): These forms should be completed in our office or faxed to us and accompanied with appropriate documents as stated on the I-9 instructions prior to your start date. Please send the original copies via mail if you have faxed the information. Failure to provide these signed documents will result in the delay of your paycheck until we receive them, no exceptions. _____ **Initial Here**

- **Direct Deposit:** Direct deposit is optional; however, we encourage you to use this option to avoid any delay in receiving your wages. If you choose to sign up for direct deposit, **we do not mail paper paystubs**. Instead you will receive an invitation to sign up for viewmypaycheck.com.
- **Background Check Release Form:** MIT GROUP may require a signed Background Check Release Form if the client company requires such information. Background checks include criminal background, credit information and/or drug screening results. Falsification of information on Background Check Release Forms constitutes non-compliance with our procedures, and will result in termination and/or non-payment of any hours worked prior to obtaining the completed background check.
- **Timesheets:** You will complete a weekly timesheet (a blank one will be provided to you at the start of your assignment. You will have your supervisor approve your time with signature and fax the approval to our office.

Timesheet Procedures:

1. Timesheets must be faxed over no later than **Monday at 10 AM** to receive your paycheck that Friday. We advise you to get it signed and faxed before you leave work on Fridays or put a reminder on your calendar to do so first thing every Monday morning. Fax timesheets to 703-636-8966 or email to accounting@mitgroupllc.com.

It is your responsibility to make sure we have your approved timesheet. Feel free to call or email to confirm your timesheet has been received. We will make every effort to contact you in the event that your timesheet has not yet been received. Failure to submit a timesheet or respond may result in the delay of your paycheck until the next payroll cycle. _____ **Initial Here

2. In the rare instance that your paycheck is lost in the mail, please notify us. There is a seven day waiting period before we can stop payment and reissue a new check. For instance, if you have not received last Friday's paycheck you should notify us the following Thursday. A new check will be reissued the next day.

Assignment Policies:

- If you are late or ill:
 - Call your supervisor on the assignment directly.
 - Leave your associate at MIT GROUP a message to inform them
- If your address, home phone number, cell phone number, or email has changed please notify MIT GROUP. If you are a current contract employee of MIT GROUP you may need to complete a new W-4 form.
- If you are planning a vacation or additional days off, please let MIT GROUP know.

- ***IMPORTANT*** We ask for a minimum of three days notice if you want to leave your assignment before completion, but one week would be greatly appreciated. Giving prior notice will ensure that you receive your last pay check on time. If at any time you vacate the assignment without notice, your remaining wages may be reduced depending on the client's policies.
- Failure to return any and all property of the client company including but not limited to keys, access cards, identification badges, computer equipment, etc., will result in a delay of your paycheck until the items are received.

_____ **Initial Here**

I, _____, have read and fully understand all procedures and policies relating to my contract assignment with MIT GROUP, LLC.

Signature

____/____/____
Date