



BENTLEY STAFFING QUICK START GUIDE

Thank you for applying to work with Bentley Staffing! Here are some important items of information to help you get started.

- **Payroll** – Payroll is issued weekly. The working week starts on Sunday and finishes on Saturday. Any hours worked during this period are paid the following Friday.
- **Direct Deposit** – You will receive your weekly pay by direct deposit. Please provide us with a **void cheque** or **direct deposit form** from your bank. The bank account has to be yours, or a joint account that you can access (for example: Jane Smith OR Bob Smith).
- **Vacation pay** - You will receive your vacation pay weekly as it accrues along with each payment of your regular wages.
- **Pay stubs** – Will be emailed to you each week, usually on Tuesday prior to Friday's deposit, by secure email. Please ensure we have your current email address at all times.
- **Attendance and punctuality** – Please arrive 10 minutes before you start each shift. If you are going to be late or absent, you must contact **Bentley Staffing** at: **289-251-1412**. We will contact the client on your behalf. Our phone lines are covered 24/7, so you can leave a message overnight or at weekends.
- **Footwear** – Appropriate footwear needs to be worn at all times. Steel-toed and steel-shank C.S.A. approved safety footwear (green tag) are required for ALL industrial jobs.
- **Presentable** – You are representing Bentley Staffing Inc. at each work assignment that you accept from us. Please ensure that you are clean, tidy, and respectful of the client's dress code at all times. This includes personal hygiene.
- **Keep us informed** – Please keep us up-to-date with your continued availability, any changes to your personal information (phone, address, email address), and any concerns or questions.

Bentley Staffing Inc.

289-251-1412

info@bentleystaffing.ca

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