

# TempForce Supervisor Guide

## University of Florida

A guide for supervising TempForce employees assigned to work at the University of Florida

June 2018



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## Welcome and Important Contacts

### WELCOME

In this supervisor guide you will find helpful instructions and forms for using TempForce services to recruit and staff for your open positions or process a UF referred candidate for employment through TempForce.

As a client supervisor of TempForce employees at your worksite, you will provide:

- Job training, including job site or job duty specific safety training
- Daily worksite supervision
- Timesheet review and approval

Whether TempForce has recruited and staffed your position or you have referred the person being placed in your position, remember, **TempForce is the employer**. You will need to contact TempForce to handle all TempForce employee matters.

Our team is here to help every step of the way and we look forward to working with you!

Sincerely,  
Your TempForce Team

### IMPORTANT CONTACTS

Below are primary contacts on our team for servicing the University of Florida:

UF Account Team  
[UFaccount@tempforce.net](mailto:UFaccount@tempforce.net)

Carolynn Buchanan, Owner  
[cbuchanan@tempforce.net](mailto:cbuchanan@tempforce.net)  
O (352) 378-2300 x.19  
C (352) 215-1020

Amber Buchanan, Branch Manager  
[abuchanan@tempforce.net](mailto:abuchanan@tempforce.net)  
O (352) 378-2300 x.17  
C (352) 262-7625

Suzanne Ojeda-Clark, Billing Manager  
[sclark@tempforce.net](mailto:sclark@tempforce.net)  
C (352) 213-2494

Lou Carlton, Staffing Manager  
[lcarter@tempforce.net](mailto:lcarter@tempforce.net)  
O (352) 378-2300 x. 14

TempForce Office  
4740 NW 39th Place, Suite A  
Gainesville, FL 32606  
O (352) 378-2300  
F (352) 371-2573  
[www.tempforcegainesville.com](http://www.tempforcegainesville.com)

## Job Orders and Applicant Referrals

Following are detailed instructions for placing an order for a position with TempForce and referring an applicant to TempForce for your position.

### JOB ORDERS

To place an order with TempForce, complete the **University of Florida TempForce Job Order/Applicant Referral Form** and fax or email the form to TempForce, Attn: UF Account Team at fax# (352) 371-2573 or [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net).

You will need to provide a detailed job description on the form including:

- Worksite location
- Work schedule
- All required job responsibilities
- Special skills required
- Equipment used by position
- Physical requirements
- PPE (personal protective equipment) requirements – PPE means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards

**IMPORTANT:** Any change in assignment location or job duties must be reported to TempForce and receive prior written approval from TempForce.

### PRICING AND PAY RATES

The UF Department placing the order will select the hourly pay rate for the position. TempForce will assess the job description at the time of order to determine the job type category as either clerical, light industrial or medium/regular industrial. To calculate the hourly bill rate, please review the **UF TempForce Pricing Matrix** (also located at <https://procurement.ufl.edu/contracts/temp-services/>) for the applicable markup percentage (multiplier) for your job type category. The hourly pay rate for the position will be marked up by this percentage to total the hourly bill rate.

EXAMPLE:      Hourly Pay Rate of \$10.00, Clerical Job Type, UF Referred Talent  
                    \$10.00 x 1.281 (28.1%) = \$12.81 Hourly Bill Rate

### PURCHASE ORDER

A requisition for a Purchase Order will need to be placed for TempForce services. TempForce is located in myUF Market under "Career Center Inc."

### TEMPFORCE RECRUITED AND STAFFED POSITIONS

If you are placing an order for TempForce to assist in recruiting and staffing your position:

- At the time of placing an order TempForce will discuss if resumes and/or interviews are requested or necessary for the position
- TempForce will match talent with the position requirements and submit resumes for review and work with the order contact or position supervisor to set up interviews
  - If resumes and/or interviews are not required, TempForce will work to select the best qualified candidate for the position
- Once a talent is selected, TempForce will work with the order contact or position supervisor to coordinate the talent's start details

## APPLICANT REFERRALS

To refer applicants please follow the process below:

1. Select your candidate for referral
  - **IMPORTANT:** All referred candidates remain a “candidate” for employment until they have successfully completed the TempForce application and screening process and is made an official offer of employment through TempForce
  - Selected candidates should be advised that, although they are being considered for a position to work at UF, they must first apply with TempForce who is under contract with UF as their staffing provider
  - All referred candidates must complete the TempForce application, screening and hire process which includes:
    - Completing an application
    - Interviewing
    - Previous employment verification and references
    - Criminal background screening
    - Pre-employment drug testing
2. Advise selected candidate to contact TempForce to make an appointment to complete our application and screening process
3. Provide selected candidate the **University of Florida Referred Applicant Instructions** which will introduce them to TempForce and our screening and hiring process – this form provides important information to the candidate including contact information, directions to our office, as well as information on what documents they need to bring with them to help expedite their application process
4. Complete the **University of Florida TempForce Job Order/Applicant Referral Form** with the job order and referred applicant information and send completed form to TempForce
5. Once the referred candidate has completed the TempForce process, TempForce will notify you by returning the **University of Florida TempForce Job Order/Applicant Referral Form** and will indicate if the candidate is ready to begin their assignment or if they are not eligible for employment with TempForce
6. **IMPORTANT:** Please make it clear to candidates that TempForce is the employer for this position and they are required to follow our application procedures and meet our standards for hire to receive an official offer of employment and to become employed for this University of Florida position

## REFERRAL RE-HIRES

If you plan to re-hire a referred candidate that has worked for your department or another University of Florida department previously through TempForce, please note that the above process for placing an order and referring the candidate still applies. Once the referred candidate contacts TempForce we will advise them on the requirements for re-hire through TempForce.

- **IMPORTANT:** If a TempForce employee goes for a period greater than 30 days without working or receiving a payroll through TempForce, they are required to contact TempForce prior to working again to be sure they are still in an active employee status.

## NON-LOCAL REFERRAL REQUESTS

The above procedures are required for all non-local referral requests; however, the application, screening and hire process will be completed online and remotely. Once the referred candidate contacts TempForce we will advise them on the process for hire through TempForce.

## Safety Guidelines for Restricted Job Duties

### SAFETY FIRST, SAFETY SMART

To TempForce, safety is first. One of our guiding safety principles for our employees is that they are 200% responsible for safety – 100% for their safety and 100% for the safety of those around them.

As a rule, we rely heavily on the safety rules established and enforced by our client for their staff and work place. We instruct our talent that they are required to comply with all established policies and procedures of both our client and TempForce. In certain instances, we may have more structured requirements and it is our practice to discuss these rules and policies with our client and review them with the talent before they begin the assignment based on the job description received at the time the job order is placed.

TempForce requires that all supervisors submitting a job order/referral form also provide detailed job descriptions including any physical requirements, regardless of the frequency, before our talent begins in the position. This is necessary in order to determine if any safety restrictions will need to be discussed so that all parties involved have complete clarification.

### *Protocol for Restricted Job Duties*

Below are our standard protocols for some of our primary areas of concern regarding restricted job duties requested and safety concerns while performing work. Any position requiring any of the following responsibilities or safety issues **must be discussed with TempForce and have written consent from TempForce if approved:**

- Lifting of items weighing in excess of fifty (50) pounds individually
- Operation of motor vehicles (including forklifts/powerd industrial trucks) or unguarded machinery
- Working greater than three (3) feet above floor level or work greater than three (3) feet below ground level
- Work involving extremes of temperature
- Work requiring use of a respirator
- Work on or around navigable bodies of water
- Work in confined spaces
- Work involving handling of hazardous substances (as defined by OSHA)
- Handling of cash, negotiable instruments, social security numbers, bank account numbers, or other non-public personally identifiable information, credit card information, valuables, merchandise, or similar property
- Work involving out-of-area travel or overnight stay
- Work involving any of the below listed safety concerns

### DRIVING

It has been our standard policy that TempForce employees are not allowed to drive their personal vehicles or client vehicles in the performance of their job. They are allowed to ride as a passenger in client owned vehicles to various job sites as necessary. In the event that a TempForce employee may be required to ride in a University of Florida vehicle as a passenger, TempForce must be notified for proper documentation of the job description.

### NO WORK ALLOWED IN PRIVATE, OCCUPIED DWELLINGS

TempForce employees are not allowed to perform work in any private, occupied residence with or without supervision.

## **NO WORK ALLOWED DIRECTLY WITH CHILDREN/MINORS**

TempForce employees are not allowed to work directly with children/minors. Should the need arise for this at any worksite; TempForce must be notified prior to starting in order to assess the requirements of the position and, if it is determined to proceed, establish specific guidelines for the position.

## **USE OR OPERATION OF MOTORIZED/POWERED EQUIPMENT**

This would include, but is not limited to all operations of fork lifts, pallet jacks, chain saws, jack hammers, power tools, saws, etc. In the event a TempForce employee may need to operate any equipment listed or similar, TempForce must be notified in advance to determine if the talent obtains the required skills and will receive proper training and supervision. The operation of this type of equipment may require special training and certification as well. This type of duty, regardless of frequency, should be provided in a detailed job description including an estimation of how frequent this may be required and the protocol that will be followed for safety training and supervision by the client facility and supervisors. This needs to be provided along with the job order/referral form.

## **SMOKING WHILE ON DUTY**

TempForce employees are not allowed to smoke while performing their jobs except during designated breaks and in designated smoking areas established at our client facilities only.

## **ADDITIONAL RESTRICTIONS FOR TEMPFORCE EMPLOYEES**

The TempForce hiring process requires all employees to sign our policies and procedures which include, but are not limited to: restrictions on use of personal electronics (i.e. cell phones, tablets, etc.), restrictions on receiving personal visitors at the job site and contacting TempForce for absences from work.

## General Employment Topics

### OVERTIME

TempForce pays time and a half for any hours worked over 40 hours in the same work week consistent with the State of Florida overtime regulations. Please also note the following:

- The TempForce work week is Monday – Sunday
- All hours worked in a work week, including overtime, must be reported and paid for the work week the hours were worked within
- TempForce employees may not collect compensatory (“comp”) time

### PAID TIME OFF (PTO) REQUESTS

TempForce employees must contact Temp Force to verify if they qualify for PTO and get instructions on how to request pay.

- UF supervisors do not approve payment for PTO – that is handled through Temp Force only
  - TempForce employees will need UF supervisor approval to take time off from their assignment whether as PTO or unpaid leave
- Employees will need to submit a **TempForce UF PTO Request Form**
- PTO requests are not to be included on the employee’s regular weekly timesheet

For a complete list of benefits please see the **TempForce UF Employee Benefits Program** handout.

### TEMPFORCE EMPLOYEES REQUIRING COUNSELING/REPRIMANDS

TempForce must be notified immediately should there be any situation involving a TempForce employee that warrants a counseling session and/or a written reprimand including, but not limited to:

- Attendance concerns
- Violation of policies or procedures
- Conflicts with co-workers and/or supervisors
- Insubordination
- Safety violations

In such occurrences TempForce should be notified to discuss the situation and determine the steps that should be taken to address the issue. TempForce requests that the UF supervisor complete the **TempForce Employee Status Form** to provide a written statement detailing any events involving a TempForce employee. The completed form should be faxed or emailed to TempForce, Attn: UF Account Team at fax# (352) 371-2573 or [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net).

### TEMPFORCE EMPLOYEES ENDING THEIR ASSIGNMENT

TempForce must be notified immediately when a TempForce employee’s assignment has ended for any reason. Complete a **TempForce Employee Status Form** with detailed information and all required signatures and fax or email the form to TempForce, Attn: UF Account Team at fax# (352) 371-2573 or [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net).

### TEMPFORCE EMPLOYEES REQUIRING TERMINATION

TempForce must be notified immediately should any event occur involving a TempForce employee that would warrant possible termination. Using the **TempForce Employee Status Form**, a detailed statement will need to be completed by the UF supervisor involved regarding the incident(s) that led to this decision. The completed form should be faxed or emailed to TempForce, Attn: UF Account Team at fax# (352) 371-2573 or [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net).



## Reporting Incidents/Accidents

### TEMPFORCE EMPLOYEES INVOLVED IN ANY INCIDENT/ACCIDENT

TempForce employees are fully covered for Workers' Compensation and TempForce is responsible for the complete handling of any claim. Please follow the instructions below for reporting all incidents/accidents to TempForce:

1. NOTIFY TEMPFORCE IMMEDIATELY – All incidents/accidents involving a TempForce employee are to be reported IMMEDIATELY (the day of the event and, when possible, at the time of the event) to TempForce for instruction on handling the incident
  - All incidents/accidents must be reported to TempForce, **regardless as to whether the TempForce employee request or requires medical attention**
  - TempForce has primary facilities we use for any employees requiring medical attention and it is important to contact TempForce for direction on what medical facility our employees should report to for treatment
2. CONTACT 911 IF AN EMERGENCY – If a TempForce employee is involved in an incident/accident which requires immediate medical attention by ambulance, please call 911
  - If the employee is transported, contact TempForce immediately afterwards to provide details and the facility where the employee was transported to
3. Additionally, follow all University of Florida reporting protocol for incidents/accidents on campus

TempForce will need to speak to and/or meet with our employee involved as quickly as possible following the incident in order to complete our reporting process and mandatory protocols. We will work with the employee and the UF department to coordinate this. TempForce is required to report all incidents/accidents, regardless of injury or if the employee wishes to seek medical treatment, for documentation in the event the employee decides to seek treatment at a later time.

If you have completed a report with the University of Florida Police Department or Safety and Risk Management, please advise TempForce so we may work to obtain a copy of the report. Additionally, TempForce may request supervisor and witness statements to assist us with our reporting of the incident.

For incidents occurring during standard business hours, Monday – Friday 7 AM – 5 PM, please contact our main office number below. For incidents that occur outside of TempForce's standard business hours, please contact one of our afterhours cell numbers listed below.

#### TEMPFORCE INFORMATION

4740 NW 39th Place, Suite A

Gainesville, FL 32606

(352) 378-2300 Office

(352) 371-2573 Fax

[UFaccount@tempforce.net](mailto:UFaccount@tempforce.net)

[www.tempforcegainesville.com](http://www.tempforcegainesville.com)

#### AFTERHOURS CONTACT INFORMATION:

Carolynn Buchanan – (352) 215-1020

Amber Buchanan – (352) 262-7625

#### HOURS OF OPERATION

Monday – Friday, 7 AM – 5 PM

Should you have any questions at any time, please contact our office and we will promptly assist you.

## TempForce Time Entry and Invoicing

### TIME ENTRY

TempForce utilizes a web-based timekeeping system called PeopleNet for our employees to submit their hours worked and for UF supervisors to review and approve their hours.

At the time a job order is placed you will need to provide contact information (name, email and phone number) for a primary and secondary time approver. An introductory email will be sent to both approvers with information on the PeopleNet system and a link to access the training guide portal.

To review the time approver training guide portal for PeopleNet, [click here](#).

To request access to PeopleNet or with any questions or issues you may have with this system, please contact the UF Account Team at [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net).

**IMPORTANT:** TempForce employees are not allowed to approve their own or any other TempForce employee timesheet and they may not login as a supervisor to approve any TempForce time.

### REMINDERS:

- PTO is not entered on an employee's regular weekly timesheet, employees must complete the **TempForce UF PTO Request Form** for this
- All hours worked in a single work week, Monday – Sunday, must be reported in the week the work is performed, including any overtime hours (any hours above 40 for the week)

### INVOICING

TempForce invoices are automatically uploaded to the Corcentric system when utilizing a purchase order.

### ONLINE ACCESS TO REVIEW INVOICES

TempForce utilizes Randstad eBilling for electronic invoicing. Randstad eBilling is a web-based system that delivers weekly invoices via email; allows access to review and print invoices, timesheets and statements anytime; view payment history and gives the ability to download billing and usage data and reporting to spreadsheet format.

To request access to Randstad eBilling or with any questions or issues you may have with this system, please contact the UF Account Team at [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net).

**IMPORTANT:** To avoid duplicate invoice and payment issues, please use the Randstad eBilling tool to review invoices only and do not submit your invoices to Corcentric. TempForce automatically uploads your invoices for you when using a purchase order for your payment method. If you are using an alternate form of payment, please contact TempForce to confirm your billing method at [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net).

## APPENDIX

### THE FOLLOWING GUIDES AND FORMS ARE INCLUDED:

- TempForce University of Florida Referred Applicant Instructions
- TempForce University of Florida TempForce Job Order/Applicant Referral Form
- TempForce Employee Status Form
- TempForce UF PTO Request Form
- TempForce UF Employee Benefits Program
- UF TempForce Pricing Matrix

TempForce forms are available electronically via email or by download from the University of Florida Procurement website located under "TempForce":

[\(https://procurement.ufl.edu/contracts/temp-services/\)](https://procurement.ufl.edu/contracts/temp-services/)

**IMPORTANT:** Additional electronic and hardcopies of this complete manual are available by request to the UF Account Team at [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net).



## University of Florida Referred Applicant Instructions

CONGRATULATIONS! You have been selected as a candidate for employment with TempForce and a position at the University of Florida.

- Please contact the TempForce UF Account Team at (352) 378-2300 or by email at [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net) to schedule an appointment and begin your application process
- **BE SURE TO IDENTIFY YOURSELF AS A REFERRED CANDIDATE FOR A POSITION AT UF**
- Appointments may be scheduled between 8 AM to 2 PM, Monday –Friday
  - Should you have difficulty scheduling during these hours, please advise us and we will work to accommodate your scheduling needs
- Please note that you will still be required to complete our full application and screening process including employment verification, references, criminal background screen and a drug test – **You will need to allow yourself up to two (2) hours for your appointment**
- You will need to complete our online application located at [www.tempforcegainesville.com](http://www.tempforcegainesville.com) and when possible we will email you our online onboarding packet
  - Completing our online application and onboarding before your appointment will help with the length of your appointment time
  - The online application and onboarding may be completed at the TempForce office if needed
  - Paper applications are available at the TempForce office if needed
- At the time of hire you will also be required to have proper identification to complete the e-Verify Form I-9 for employment authorization – A complete list of acceptable identification documents may be found on the following site: <https://www.uscis.gov/i-9-central/acceptable-documents>

TempForce Address/Directions: 4740 NW 39<sup>th</sup> Place, Suite A  
Gainesville, FL 32606  
Located in Magnolia Park off of NW 39<sup>th</sup> Avenue

### WHAT YOU NEED – Please be prepared to provide us with the following documents and information:

- LEGAL FORM(S) OF IDENTIFICATION – For completion of Form I9. Some *examples* of acceptable documents are: State issued Drivers Licenses/Identification Card, Social Security Card, Current Passport, Original or Certified copy of your birth certificate or Work Authorization Card, etc. See above link to view a complete list of acceptable ID's.
- COMPLETE WORK HISTORY FOR ALL EMPLOYERS 10 YRS PRIOR – this should include company names, addresses, phone numbers, dates of employment, positions held, names of supervisors and supervisor emails if available.
  - If part of your work history includes service in a branch of the U.S Military, please bring a copy of your DD214.
  - If you have worked for companies that have been sold, are no longer in business or may be difficult to contact for verification, bringing W-2's from those employers for each year you worked will assist in faster processing of your application for hire. PLEASE NOTE: You may obtain W-2 history from the IRS by completing Form 4506-T found online at <http://www.irs.gov/Individuals/Tax-Return-Transcript-Types-and-Ways-to-Order-Them> and requesting a **Wage and Income Transcript**.
- PERSONAL REFERENCES – Names, email addresses and phone numbers to contact – Please be prepared with a minimum of 3 references that are professional contacts that you have worked for, volunteered with or have been mentored by (i.e. teacher, guidance counselor, coach, etc.).

**TEMPFORCE IS A DRUG FREE WORKPLACE**  
YOU WILL BE REQUIRED TO TAKE A PRE – EMPLOYMENT DRUG SCREEN  
SHOULD YOU BE OFFERED EMPLOYMENT



## UNIVERSITY OF FLORIDA – TEMPFORCE JOB ORDER/APPLICANT REFERRAL FORM

Please email or fax this form to the TempForce UF Account Team at [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net) or fax# (352) 371-2573 to begin the staffing process.

**IMPORTANT:** If referring multiple applicants for the same position type and all information submitted on this form is identical, you may complete one referral form, notating "Multiple Applicants/See List" under applicant information, and attach a list with this form.

Order Date: \_\_\_\_\_

Department Name: \_\_\_\_\_ Department # \_\_\_\_\_

Order Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Order Contact Email: \_\_\_\_\_ Fax # \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Fax # \_\_\_\_\_

Primary Timesheet Approver Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Secondary Timesheet Approver Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone # \_\_\_\_\_

Position Title: \_\_\_\_\_ Hourly Pay Rate: \_\_\_\_\_

Weekly Hours/Schedule: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Purchase Order: \_\_\_\_\_

Campus/Worksite Location: \_\_\_\_\_

Detailed Job Description (*Please note if you will be attaching the job description separately*): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physical Requirements (*i.e. lifting, tools/equipment, long periods of standing, etc.*): \_\_\_\_\_

\_\_\_\_\_

PPE Required – If so, What PPE is required? (*i.e. hard hats, gloves, goggles, etc.*) \_\_\_\_\_

### Referred Applicant Information

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant has been advised to contact TempForce to schedule an appointment:  Yes  No

UF Supervisor Signature

Print Name

Date

### **THIS SECTION TO BE COMPLETED BY TEMPFORCE:**

- Applicant does not meet TempForce hiring criteria
- Applicant has completed the required application and hiring process and is eligible to begin work as of (Date) \_\_\_\_\_

*If you have any questions, please contact the UF Account Team at (352) 378-2300 or [UFaccount@tempforce.net](mailto:UFaccount@tempforce.net). Thank you!*



Employee Status Form

Employee Name: \_\_\_\_\_
Employee ID #: \_\_\_\_\_
Job Site & Department: \_\_\_\_\_

Date: \_\_\_\_\_

Last Date of Assignment (if applicable): \_\_\_\_\_

Reasons for Leaving, Counseling Session, Warning or Termination:

- 1. Other Employment
2. Transportation
3. Relocation
4. Medical Reasons
5. Family Obligations
6. Retirement
7. Abandonment of Job
8. Contract Expired
9. Layoff
10. Deceased
11. Absenteeism/Punctuality
12. Insubordination
13. Violation of Company Policies and Procedures
14. Inability to Perform Job
15. Insobriety, Alcohol and/or Drugs
16. Other \_\_\_\_\_

Check One: \_\_\_\_\_ Counseling Session \_\_\_\_\_ Warning Notice \_\_\_\_\_ Termination \_\_\_\_\_ Voluntarily Quit

Warning Notices (Check One):

\_\_\_\_\_ 1st Warning-Verbal/Written \_\_\_\_\_ 2nd Warning-Written \_\_\_\_\_ 3rd Warning-Written

Choose all applicable numbers from the above listed reasons and include an explanation of the event that occurred:

# \_\_\_\_\_ Explain: \_\_\_\_\_
# \_\_\_\_\_ Explain: \_\_\_\_\_
# \_\_\_\_\_ Explain: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Employee: Print Name Signature Date
Supervisor: Print Name Signature Date
Witness: Print Name Signature Date



**PAID TIME OFF REQUEST FORM – University of Florida Assigned Talent**

**Request Information**

Date Form Completed: \_\_\_\_\_

Requesting Employee Name: \_\_\_\_\_

Last 4 Digits of SSN: ###-##-\_\_\_\_\_

**PLEASE NOTE:** In accordance with the TempForce Employee Benefits form for employees assigned to the University of Florida, employees may request up to two (2) days of Paid Time Off (PTO) in a single work week, for a total of ten (10) PTO days per anniversary year. Please reference your TempForce Employee Benefits form for additional details regarding PTO.

Date(s) of Requested Paid Time Off:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Requested Date 1

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Requested Date 2

By signing below I verify that I am submitting this as a request and TempForce will determine my eligibility for approval of this request based on the qualifying requirements for the benefit listed above. I verify that I have received and read a list of the benefits offered to me as an employee of TempForce including all required qualifications.

Further, I understand that it may take a period of up to two (2) weeks to process this request if approved.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For TempForce Use Only (Non-Approved/Non-Qualifying Requests Only)**

As according to the required qualifications listed on the TempForce benefits information list, the above request for Paid Time Off was not processed for the following reason:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact our Payroll Department if you have any questions at 352-378-2300 or [payroll@tempforce.net](mailto:payroll@tempforce.net).

\_\_\_\_\_  
TempForce Staff Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

TempForce has worked to develop a competitive benefits program for our employees. The success of TempForce depends on the quality of talent we attract and retain. Through TempForce, you receive individual attention, career development opportunities and recognition as a valued employee.

While on assignment at the University of Florida through TempForce employment the following benefits are available to you:

- **Paid Time Off (PTO)**

Employees will qualify for ten (10) PTO days per anniversary year\* after completing twelve hundred (1200) working hours consecutively† from their most recent date of hire‡, re-hire§ date or re-activation\*\* date. Employees will continue eligibility for PTO, and the qualifying hours must only be met once, provided there is not a termination†† of employment or break in actively‡‡ working an assignment of thirty (30) calendar days or more with TempForce. If an employee has a termination†† of employment or break in actively‡‡ working an assignment of thirty (30) calendar days or more, at the time of re-hire§ or re-activation\*\* a new anniversary year\* would start for that employee and they would be required to meet the qualifying hours for PTO once again, twelve hundred (1200) consecutive† working hours. Unused PTO within an anniversary year\* does not carry over at the start of a new anniversary year\* – only ten (10) PTO days are available per anniversary year\*. Employees must be in an active employee status to request and receive PTO – if employment with TempForce is terminated†† for any reason, voluntary or involuntary, qualification for PTO will no longer be available.

The PTO benefit is available only by employee request. All requests must be submitted on a **TempForce UF PTO Request Form** (this form will be included with your new hire orientation packet and is available via email by request). PTO request must be submitted prior to the dates PTO is being requested for or no later than the Sunday week ending two (2) weeks following the work week the PTO is being requested for. PTO may only be requested for up to two (2) days in a single pay period (TempForce pay periods run weekly Monday to Sunday). PTO may only be requested each year for dates between the third (3<sup>rd</sup>) Monday of January through the third (3<sup>rd</sup>) Sunday of November. PTO is not available to request on an hourly basis, it may only be requested per day.

PTO will be calculated using the average daily Straight Time Hours worked over the six (6) weeks prior to the work week the PTO is being requested for, up to a maximum of 8 hours per day of PTO. PTO will be paid at the current pay rate of the requesting employee for the work week the PTO is being requested for. Qualified requests for PTO may take a period of up to two (2) weeks to process for payment following the work week the PTO is being requested for or following the date the PTO request is submitted, whichever is latest.

The PTO benefit program is administered by the local TempForce of Gainesville office. Please direct all inquiries regarding qualifying, including total hours worked, to the Gainesville office at [payroll@tempforce.net](mailto:payroll@tempforce.net).

- **Health Insurance Program**

Upon hire, employees receive a detailed insurance information packet for the plan available through TempForce including how to enroll, plan options, a dedicated benefits hotline, email and website. Available with the Health Insurance Program are:

- Major Medical and Indemnity Plans
- Dental Plan
- Vision Plan
- Short Term Disability Plan
- Term Life and Accidental Death Insurance

Additional copies of our insurance information packet are available via email by request or at the TempForce Gainesville office.

- **401(k) Retirement Savings Plan**

Employees become eligible to participate in the 401(k) Retirement Savings Plan immediately upon the start of working. Employees are able to make contributions on a pre-tax basis. For more information about this plan please email the TempForce Gainesville office at [payroll@tempforce.net](mailto:payroll@tempforce.net) and we will connect you with our corporate benefits department.

- **Multiple Payroll Methods**

TempForce employees have multiple methods to select from to receive their payroll. TempForce offers Direct Deposit, the Money Network Card or Printed Check (mailed from our corporate office). Employees may update their payment method selection anytime on their TempForce Self-Service account at <https://www.workplace.randstad.com>.



• **Personal TempForce Account – Self-Service ePay / eProfile**

This online application enables employees to view and update personal pay and profile information twenty-four (24) hours a day, seven (7) days a week, from any computer with Internet access. They can update their home or mailing address, update contact information (phone, e-mail, emergency contact, etc.), view and print pay statements online, reprint prior year’s W-2, update federal W-4 information, change direct deposit information and much more. Employees can set up their TempForce Self-Service account using their employee ID number at <https://www.workplace.randstad.com>.

By signing below, I confirm that I have received a copy of the TempForce Employee Benefits Program for my records. I also confirm that I have read this document and have been instructed on where to direct any questions I may have.

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Employee Full Name (Printed)	Signature	Date

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TempForce Representative Name (Printed)	Signature	Date

\* Anniversary Year – a twelve (12) month period starting at an employee’s date of hire<sup>‡</sup>, re-hire<sup>§</sup> date or re-activation<sup>\*\*</sup> date, whichever occurs latest, and indicates the period of time used for PTO qualification and availability

† Consecutive or Consecutively – (referring to working the required hours to receive a benefit) to **not** have a break in employment or a break in actively<sup>\*\*</sup> working an assignment for a period of thirty (30) calendar days or more

‡ Date of Hire – initial (first time) hire date with TempForce

§ Re-hire – a secondary or subsequent hire process with TempForce after a previous voluntary or involuntary termination<sup>††</sup> of employment with TempForce

\*\* Re-activation – a process TempForce completes to update essential information on file and screening processes with a talent who has not actively<sup>\*\*</sup> worked an assignment for a period of thirty (30) calendar days or more, who has not been inactive for a period of six (6) months or greater and whose employment has not been terminated<sup>††</sup>

†† Terminate, Terminated or Termination – (referring to the ending of employment with TempForce) may be a voluntary or involuntary action or notice to end the duration of employment

\*\* Actively – (referring to “actively working an assignment”) working hours for a TempForce assignment on a weekly basis or as required by the assignment so long as the assignment required schedule does not allow for a break in hours worked of a period of thirty (30) calendar days or more (any break for a period of thirty (30) calendar days or more without hours worked is **not** considered consecutively<sup>†</sup> working, even if the employee is still considered actively assigned)

**University of Florida**

Amendment to Contract - Temporary Personnel Services

Exhibit B - Pricing Matrix - **EFFECTIVE July 1, 2018**

**MARKUP PERCENTAGE (MULTIPLIER)**

(Includes Administrative Costs, Standard Backgrounds, Standard Drug Tests, Workers Comp, Payroll Taxes, ACA and Other Standard Service Costs)

<b>CLERICAL*</b>		<b>LIGHT INDUSTRIAL*</b>		<b>MEDIUM/REGULAR INDUSTRIAL*</b>	
Sample Job Types: Secretary, Clerks, Adimin/Office, Accountants, Paraprofessionals, Professionals, Cashiers		Sample Job Types: Lab Techs, Custodial, Warehouse Clerks, Clerical w/ Lt Ind Duties		Sample Job Types: General Labor, Grounds, Bldg Maintenance	
<b>UF-Referred Talent</b>	<b>TF-Recruited Talent**</b>	<b>UF-Referred Talent</b>	<b>TF-Recruited Talent**</b>	<b>UF-Referred Talent</b>	<b>TF-Recruited Talent**</b>
28.1% (1.281)	31.6% (1.316)	36.6% (1.366)	47.6% (1.476)	40.6% (1.406)	51.6% (1.516)

\*All job descriptions will be assessed at the time of order to determine job type category. Risk and physical requirements of position will be assessed for determination.

\*\*All TF-Recruited Talent mark-ups will reduce to the UF-Referred Talent mark-ups after the talent has completed working 4 complete work weeks on the UF assignment.