



PRESIDENTIAL STAFFING AND CONSULTING SOLUTIONS, LLC

## **Human Resource Department Guide**



## Welcome Address

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Welcome! Presidential Staffing and Consulting Solutions, LLC (PSS) will be providing Human Resource services to you, under the Philadelphia Housing Authority contract. We are pleased that you have chosen to join this team of dedicated Guards. PSS is a company that has made a lasting reputation with all the individuals and business we serve. This reputation is a result of the hard work and dedication of our employees.

Presidential Staffing and Consulting Solutions, LLC is committed to teamwork and communication. We appreciate each individual employee and we aim to make sure that you feel welcomed and that your concerns are heard. Together we will strive to continually make Philadelphia Protection Unit (PPU) a progressively better organization, service provider and employer.

We hope your affiliation with us provides you with opportunities for both personal and professional growth. We want your employment with PPU to be beneficial and we hope that you will build solid working relationships. We wish you the most pleasant work experience!

With Appreciation,

Your Human Resource Team:

Nicole Cox, President/CEO  
Toni Babers, V.P. Business Development  
Rayna Ben, Administrative Assistant





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## Human Resources Contact Information

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**Office Number: (210) 488-7279 (ext)**

**Email: [humanresource@presidentialstaffing.com](mailto:humanresource@presidentialstaffing.com)**

**Fax: (210) 783-8957**

**Nicole Cox, Ext. 0**  
**Rayna Ben, Ext. 1**  
**Toni Barber, Ext. 2**

### **Payroll Department**

Please contact this department, if you have any questions or concerns regarding your pay rate, pay schedule, tax questions, direct deposit, or pay stub.

### **Time Keeping Department**

Please contact this department, if you have any questions or concerns regarding your hours, time sheets, or time-off request.

### **Record Keeping Department**

Please contact this department, if you have any questions or concerns regarding your hire packet, handbook, policies and/or procedures, or grievances.

Please feel free to contact any of us for any questions or concerns you may have. The office number is a direct number to our cellphones and can receive text messages as well. Emails are checked daily, except Saturdays, so please allow at least 24 hours for a response.



## Hire Packet

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Every employee is required to receive a hire packet. We ask that you fill out the documents in their entirety, with the most legible handwriting and the most updated and accurate information. Also, that you send clear pictures of all identification.

This hire packet includes but is not limited to:

***Employee Data Sheet***- This form will include all your personal information and emergency contact information.

***Direct Deposit***- This form is used for payroll and will decide where your pay for the hours worked will be sent. If you do not have an account, your check will be mailed.

***W4***- This form is to be filled out if you want to be a W2 employee. (See *description in Employee Agreement, Exhibit A*)

***W9***- This form is to be filled out if you want to be a 1099 or an Independent Contractor. (See *description in Employee Agreement, Exhibit A*)

***I9***- This form is to verify that you can work in the United States. The two forms of Identification that are required correlate with this document.

***Forms of Identification***- A color copy of two forms of identification are required for identification purposes, to verify citizenship and eligibility to work in the US.

***Background Check Form***- To grant us the permission to ensure that you do not have a criminal background.

***Employee Agreement***- This document is the contract between the employee and the employer. This document is an abbreviated version of the handbook, highlighting some of the important information. It also includes the pay rate and the employee's start date.

***Handbook***- This document is a more detailed version of the Employee Agreement; it explains and gives the Do's and Don'ts that the employee and employer must follow. Also, it includes the policies and procedures of PPU.

***Time Sheet***- This form is used for keeping track of the hours you worked.

***Uniform Authorization Form***- This form is a type of contract that gives PSS the authority to deduct the cost listed out of your check every pay period until it is paid off.

***Human Resource Guide***- This a collection of documents to help explain some of what PSS will be assisting the employee with throughout their employment with PPU.



## Time Keeping

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It is Presidential Staffing Solutions, LLC's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

Presidential Staffing Solutions strictly prohibits employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes but is limited to the 'Specific Task' list on the **Statement of Work** (*Exhibit B of the Employee Agreement*).

Vacation days, sick days, holidays, and absences for jury duty, bereavement leave, or officer training must be specifically recorded by all employees. This time must be documented on a **Time Off Request Form**, as well as, the employee's Timesheet.

Timesheets have been provided for every employee and it is the responsibility of all employees to make sure their timesheets are filled out correctly by the end of every month for invoicing. For accuracy these timesheets will be compared to the time inputted into Silver Track and the time documented for call ins and outs.

Altering, falsifying, tampering with time records, or recording time on another employee's timesheet may result in disciplinary action up to and including termination of employment.

**Timesheet**-These forms will be at every site and should be left there. They will be collected at the end of every month. **Notice:** If for any reason your timesheet isn't there when they are collected, your pay will be affected.

**Time Off Request**- If your request is for three days or more, we need to be notified at least 30 days in advance. If your request is less than three day then we need to be notified at least two weeks in advance. This time will allow us to find adequate coverage for your shift. **Notice:** If you are sick and didn't fill out a Time off Request Form and you miss work; you are required to bring back a physician signed note.



# Payroll

## Pay Cycle- Semi-Monthly

December 2019						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Pay Dates-2020

January: 15<sup>th</sup> and 31<sup>st</sup>

March: 13<sup>th</sup> and 31<sup>st</sup>

May: 15<sup>th</sup> and 29<sup>th</sup>

July: 15<sup>th</sup> and 31<sup>st</sup>

September: 15<sup>th</sup> and 30<sup>th</sup>

November: 13<sup>th</sup> and 30<sup>th</sup>

February: 14<sup>th</sup> and 28<sup>th</sup>

April: 15<sup>th</sup> and 30<sup>th</sup>

June: 15<sup>th</sup> and 30<sup>th</sup>

August: 14<sup>th</sup> and 31<sup>st</sup>

October: 15<sup>th</sup> and 30<sup>th</sup>

December: 15<sup>th</sup> and 31<sup>st</sup>

**Direct Deposit-** It is important to make sure that this information is accurate. There are two ways an employee can receive their direct deposit either into a traditional checking or savings account with a Bank or with a prepaid card (ex. Net Spend, Meta Bank, Skylight, etc.). If you have neither then you will have to receive a manual check, which will need to be mailed and may arrive after the pay date.

**Employee Access-** The is a service provided through ADP. This service has a lot of great features but the best one is that it allows you to view and download all your Payroll information, via the ADP app or online at [myaccess.adp.com](http://myaccess.adp.com). If you have not registered, just simply go to [myaccess.adp.com](http://myaccess.adp.com) and their you will click “Register” after that, if you are a regular employee proceed to register. If not, please click “Register as a Contractor (1099)” and fill in the information need. Once completed you will then have access to your account with ADP.

**Holiday Pay-** Philadelphia Housing Authority does not offer additional pay for holidays worked. You will be paid your regular pay rate for the hours worked.

**Overtime-** In order to receive overtime, you must work over 80 hours in two weeks (Sunday-Saturday). 1099 employees CAN NOT receive overtime.



## Grievances

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It is our job as Human Resources to make sure that every employee is being treated fairly and can express their concerns. When working closely with someone it's not uncommon for your differences to get in the way and as much as we would like for there to never be any issues, it happens. If it becomes a reoccurring issue, then bring it to HR's attention and we will step in to help assist the employee in finding positive and beneficial resolutions. PSS will ensure that every situation will be addressed diligently with the employee in mind.

We know sometimes that communicating with Administration can be challenges and some things you, the employee, chooses not to bring up because of fear of losing your job. However, we at PSS are your voice and the employee must be heard. Your peace of mind is our priority and we want your work environment to be as pleasant as possible.

Contact PSS if you find yourself experiencing any of these issues or any similar issues:

- Have been verbally, sexually or physically (punched, slapped, kicked, etc.) assaulted.
- Feel discriminated against.
- Feel that you have been wrongly disciplined by a Supervisor.
- Working in a hostile environment and it's effecting your work performance.
- Feel that you are being under paid and overworked.
- There's a lack of clear communication between you and your employer.
- Disagrees with how Administration is handling certain situations.
- Stalked, followed to the bathroom, your car, your home or any other place constantly, that's not common or uncomfortable for you.
- If your coworker shows up to work incompetent (drunk, high or on any types of drugs) and can not work.

### ***How to file a Grievance***

1. Inform HR
2. Fill out a Grievance form.
3. Send the form back to HR
4. Setup a conference call (if needed for more information)
5. Follow-up with Employee