



## Staying Connected ...

**Congratulations**—you are now registered with our Express office! While our staff is working hard to find opportunities to place you into a new job, it is important that you also stay in touch with us. Here are the best ways to stay connected with Express:

- **Check in with us Weekly** to let us know of your availability by filling out the *Associate Availability Form* found on our website ([www.expresshowell.com](http://www.expresshowell.com)) using the Job Seekers Tab. Also call us at (517) 546-5627.
- **Like our Facebook** page at *ExpressHowell* for the latest updates and **Follow us on Twitter** @HowellExpress – we tweet new jobs often!
- **Visit our Website at [expresshowell.com](http://expresshowell.com)** to view all new Job postings and to read the latest tips and advice in our Job Seeker Blog.
- **Check your Email regularly** for employment updates from our Movin On Up Blog, Monthly Newsletters and Immediate Job Openings
- **Refer your Friends and Family** to us and be eligible for our Referral Bonus...more details on our website!
- **Reach out to us Immediately** after you receive any phone calls, messages or emails from Express regarding employment opportunities.

**Please contact our office with any changes in your job search such as work history, shift preference, mobility, or desired wage so we know exactly what you are looking for!**

We understand the job search process can be frustrating at times. Please feel free to reach out to our office at any point you need to discuss your job search with us. Remember, we are a good resource and want to help you find employment!

## Your Responsibilities ...

- **Timecards** must be turned in each week by Mondays at noon. It is your responsibility to make sure your work-site Supervisor has approved your hours. Failure to turn in your timecard by deadline may delay your paycheck.
- **Attendance** is very important to Express and our companies. Any unexcused absences or tardiness within the first (3) months could result in assignment termination.
- **Calling in Late or Sick** must be done ASAP. Contact Express at (517) 546-5627 and if receive voicemail, leave a detailed message with your full name, company, reason absent and expected return. You must also contact your work company as well.
- **Ending an Assignment**, you must give Express 48 hours notice (2 business days). Failure to do so will result in your remaining unpaid hours being reduced to minimum wage (\$7.40 hr).
- **To Receive your Paycheck, you may choose 1 of 2 options: Direct Deposit or Money Network Card.** The Employee Pay Selection Form is available to select either option. We also offer the convenience of being able to view your paystubs online. Simply visit [workforce.expresspros.com](http://workforce.expresspros.com), enter our office number (2470) and your Individual Control Number (found on all paystubs) to retrieve.

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

Sign: \_\_\_\_\_

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