



Employee Name (Printed): _____

Pay Selection Enrollment (Select Only One Method)

All DAVIS Staffing employees are paid on a weekly basis. You have the option of having your pay deposited directly into your bank account, using the Money Network Paycard or having a paycheck mailed directly to the address you have indicated on your tax forms. (Ask about opening a TCF bank account.)

DIRECT DEPOSIT

I select **Direct Deposit** for disbursement of my pay. I hereby authorize my employer to initiate credit entries for my net pay and the participating financial institution indicated to credit with amounts thereof indicated. If funds to which I am not entitled are deposited to my account, I authorize debit to my account and return of such funds. This authority is to remain in effect until my employer or Financial Institution has received notification from me of its termination in such time and such manner as to afford **DAVIS** Staffing, Inc. and my Financial Institution a reasonable opportunity to act on it or until **DAVIS** Staffing, Inc. or my Financial Institution cancels the agreement.

I have attached documentation containing my bank routing and account numbers.

This account is for: checking savings

Bank routing #: _____ Bank Account # _____

Signature _____ Social Security Number _____ Date _____

Money Network Pay Card

I select the **Money Network Paycard** to receive my pay. The Money Network Paycard provides:

- ✓ *Convenience.* Your money is always available (24/7) at either ATM's or via store purchases, with cash back.
- ✓ *Simplicity.* To get money at ATM's or make store purchases with cash back, just swipe your card, enter your PIN and take your money and purchases.
- ✓ *Dependability.* Your pay will always be available on payday morning wherever you are.
- ✓ *Safety.* A check can be lost or stolen but your pay is safe in your personal PIN protected Money Network account.
- ✓ *Efficiency.* No waiting in line to get your check and no waiting in line to cash or deposit your check.
- ✓ *Low cost.* No monthly fee for your Paycard, with a small transaction fee for each time you use the card. Remember that you will no longer have to pay check cashing fees or any monthly bank fee.
- ✓ *Money management.* Call the 800 number to check your balance at anytime for free. You can also hear your last five transactions over the phone. Because your Money Network Paycard is on line PIN protected you can never over draft your account.

Choose the payroll ATM / Debit card and your next pay will be deposited to your Paycard account, ready for you to start spending on payday morning.

Signature _____ Social Security Number _____ Date _____

PAPER CHECK

I select **paper checks** for disbursement of my pay. I acknowledge that my payroll checks will be mailed to the address shown on my tax forms. Payroll checks will be mailed on Fridays, however due to the volume of mail service, delivery of my check may vary from payday to payday.

I also acknowledge that as a result of variable mail delivery, lost check replacement requests will not be accepted until five business days after payday and will not be replaced for 30 days. I acknowledge that no bank or financial institution is required to cash payroll checks. I have been informed that banks may charge a fee to cash my payroll check in the future.

Signature _____ Social Security Number _____ Date _____



Conditions of Employment Disclosure Statement Availability Consent

My signature below confirms that I understand and agree to the following terms.

1. I understand and agree that as an employee of Davis Staffing, Inc., and as a condition of employment, I must contact Davis within 24 hours of assignment completion to determine if another assignment is available.
2. My failure to contact Davis Staffing by phone within 24 hours of completion of assignment may be considered a voluntary quit.
3. If my intention is NOT to quit, I understand and agree that it is my responsibility to contact Davis Staffing on a weekly basis when I am not on assignment, to inform them that I am available for work and that if I fail to do so, they may assume that I am unavailable for work and have tendered my voluntary resignation.
4. I agree to contact and inform Davis Staffing when my address and/or phone number changes in order to ensure ongoing employment with Davis Staffing.
5. Provided that I am qualified, I am making myself available for work within the below general descriptions. Check all that apply:
 - Clerical/Office Please Initial: _____
 - Light Industrial Please Initial: _____

I have read my copy of the *DAVIS* Staffing, Inc. Policies & Guidelines brochure, which includes: Employee Benefits, EOE/Harassment/ADA Policy, Employee Policies & Procedures, Drug & Alcohol Policy, Consent/Release Form, Medical Release Form, Standards of Conduct & Safety Rules, and the Condition of Employment/Disclosure Statement/Availability Consent and understand that it is my responsibility to abide by its contents. In addition, I understand that a violation of any of these policies will cause me to be subject to disciplinary action, up to and including discharge.

These Policies do not create any binding contractual commitments or provide any guarantee of continued employment with Davis Staffing for any particular term. Davis Staffing and its employees retain the mutual right to terminate the employment relationship "at will," with or without warning, notice or cause. No one has the authority to make any binding representations contrary to the foregoing or purporting to guarantee any particular benefits, procedures, terms or conditions of employment.

Davis Staffing reserves the right to unilaterally revise, interpret or discontinue any of these policies and guidelines at any time. In no case, however, may any such action alter the prevailing "at will" employment relationship or guarantee any particular benefits, procedures, terms or conditions of employment.

Employee Name (Printed)

Date

Employee Signature

Davis Staffing Supervisor Name (Printed)

Date

Davis Staffing Supervisor Signature