

Welcome to Stafford Technology!

We are excited to welcome you to the Stafford Resources team! Before your first day, there are a few important details we'd like to share to help you get started:

Compensation Information

- **Payday:** You will be paid on Fridays, bi-weekly through direct deposit. A pay calendar is included in your new hire packet for reference.
- **Timesheets:** Please submit your online timesheet by the end of day Friday for hours worked during the week. If you miss the Friday deadline, submit it no later than 12:00 PM on Monday. Timesheets can be accessed via this link: [Timesheet Portal](#).
- **Pay:** As a W-2 hourly employee, you will be paid for all hours worked. After receiving your first paycheck, you can create an account on [Isolved](#) to view your pay information and tax documents.

Benefits Information

As a Stafford Technology Assigned Professional, you may qualify for Medical, Dental, Vision, 401(k) and Life and Disability Insurance. Please refer to your onboarding packet for details.

Contact Information

- If you have any questions or concerns, please contact Human Resources at HR@stafford-resources.com or reach out to HR and Operations directly:
- Amber Turner, Human Resources and Operations Manager, amber.turner@stafford-technology.com
- Brittany Hawkins, Operations Support Administrator, brittany.hawkins@stafford-technology.com
- You can also always reach out to your recruiter.

Additional Resources

Your new hire packet includes a pay calendar, timesheet portal instructions, Isolved Self-Service Guide, and the Employee Handbook. Please take some time to review these documents before the end of your first week.

All the above documents can also be found at this link: <https://staffordtechology.com/time>. We recommend bookmarking this link for easy and quick access.

We are thrilled to have you on board and look forward to working with you!