

1731 Southridge Drive
Jefferson City, MO 65109
573-635-9295
csemployment.com

C&S Staff:

Paula S. Benne, CSP CTS
President

Jerry Benne, CSP
Vice President

Darlene Norment, CSP
Accounting Director

Carrie Russell, CSP CTS
Staffing Specialist

Mandy Thomas, CSP
Staffing Specialist

Nicole Wilson, CSP
Payroll Clerk

Stephanie Lehmen
Community Relations Coordinator

Mary Heimericks, CSP
Claims Manager

Suzette Mengwasser
Employment Verification Specialist

Shaun Sappenfield
Business Development Executive

 MEMBER OF
American Staffing Association



Independence is a loaded word when it comes to the workplace. We can often confuse being independent with being able to do exactly what we want without answering to anyone.

In actuality, being independent is about being able to manage yourself. Managing yourself can include taking initiative when required, knowing what needs to be done and doing it without constantly needing to be reminded as well as taking ownership when things go wrong.

If workplace independence is something you're striving for, keep the following in mind.

Show Initiative -- Don't wait for someone to tell you what needs to be done. If you

have received permission to assist others or start another project when a task is completed, show initiative and continue working. If in doubt, check with a supervisor about doing additional tasks as opposed to sitting idly when you finish your workload.

Be Reliable -- Examine your work ethic. Do you have good attendance? Do you arrive on time; ready to start working? Do you stay on task and get the job done? The

more often you can prove your reliability and ability to complete tasks thoroughly, accurately and completely with little direction, the more independence you'll be granted without having to ask for it.

Get Organized -- One of the first steps to achieving independence is to get organized. The ability to manage your time and workload is crucial in any work environment. It will be difficult to achieve independence if a supervisor has to keep reminding you about deadlines and procedures. Use the tools available to you (calendars, checklists, notifications, etc.) to keep organized and focused.

Offer Innovation -- Are there processes in which you can bring a new perspective and improve upon? Ask your supervisor, and be ready to explain your process

before proceeding, if there are things you can do or make more efficient. There may be a good reason, you are not aware of, as to why the job is done in a particular manner.

Clear, timely, factual, and diplomatic communication is always key when sharing ideas.



C&S Employment SOLUTIONS

Staff Spotlight

C&S Payroll Department



Nicole Wilson, Payroll Clerk, & Darlene Norment, Accounting Director

C&S Employment Solutions is unique in the staffing industry to operate with an in-house Payroll Department. Because payroll is handled in-house, C&S employees can quickly resolve any questions or issues without the inconvenience of contacting a corporate office in another city or state.

C&S is committed to maintaining a streamlined and reliable weekly payroll process, with clear policies in place to support accuracy and convenience for both employees and client supervisors.

Depending on the place of employment and their timekeeping preferences and procedures, C&S offers several options for our employees to submit their weekly timesheets to the C&S Payroll Department. C&S employees are provided specific instructions on how to submit their weekly time during onboarding before starting their work assignment. Options include:

- **Employee Portal** -- hours worked must be submitted by the following Monday. Supervisors then approve the time submitted online.
- **Time Clock/Punch Card** -- hours worked are gathered by using a punch card at the place of employment. Punch cards are collected by onsite supervisors.
- **Paper Timesheet** -- hours worked must be documented and signed by the employee then approved by the supervisor. Timesheets must be either emailed to payroll@csemployment.com or dropped off at the C&S office (contingent upon the supervisor's preference) by the following Wednesday.

C&S provides employees with two options for receiving their weekly pay.

- **Direct Deposit** -- This is the encouraged method as funds are directly deposited into an employee's designated checking or savings account on the scheduled payday eliminating waiting for a check to arrive by mail and then depositing at the bank. C&S employees can sign up at any time for direct deposit via the Employee Portal. Additionally, C&S employees can view check stubs and update their personal information using the Employee Portal.
- **Printed Check** -- A printed check can be produced and mailed on the Thursday following the completed work week.

If/when any time keeping and/or payroll questions arise, please contact the C&S Payroll Department at payroll@csemployment.com or 573-635-9295.

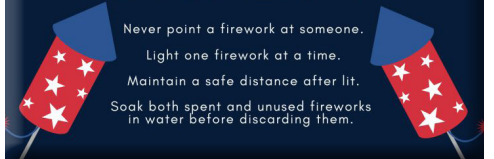


What's happening in July:

- July 3** -- C&S closing at 12 noon
- July 4** -- Independence Day (C&S closed)



FIREWORK SAFETY



C&S Employment SOLUTIONS

Permanent Placement

The following employees were recently offered and accepted permanent employment at their assigned job placement. C&S would like to congratulate and thank each of them for their hard work and dedication!

Jade Ewald
Sarah Fields

