

Cambridge Professional Group[®]

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Employee Resource Guide

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Access Your Pay Check and W2 Statements

Temporary Employee Benefits

Job Search Tips and Strategies for Professional Positions

ATLANTA

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REPRESENTING THE BEST OF THE BEST



Welcome to the Cambridge Professional workforce!

It takes a special person to meet the Cambridge gold-standard for our temporary professional workforce and we believe you are one of those rare people.

This folder contains essential information for working with Cambridge. Please review the information and if you have a question just give your recruiter a call.

Thank you for helping us make Cambridge look great! So let's get started!

CAMBRIDGE PHILOSOPHY

We are one of Atlanta's most prestigious staffing companies and have helped thousands of working professionals find career opportunities. We work with a broad client base and represent employers in every sector of the business world. We have successfully placed many legal, accounting and finance, IT and administrative professionals. With over twenty years in the industry we have established a reputation for providing high quality people and services. We are professionals dedicated to serving two equally important constituencies. We help a wide spectrum of talented candidates negotiate the job market and develop their careers. We also provide our clients with access to innovative work force solutions and to the talent they need to succeed.

As a new member of our professional workforce we want you to know and support the values that have earned our reputation for being the best! We are dedicated to:

- Providing highest quality services
- Working as a team
- Ethical business practices
- Respect for the individual
- Creating value for our clients, candidates and employees
- Always doing our best

As our employee, we are committed to helping you find your next career opportunity. Whether you are a temporary professional or looking for your next permanent opportunity, we are here to help. We are your resource and our approach is consultative. We will assist you in identifying and evaluating new opportunities, help you understand your value in the marketplace and help you with the technical aspects of your search.

Thank you for working with our team and read on for more information!

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How and why you should let us know when you are available for work:

No matter how hard we work to find openings for everyone, there are times we will not have assignments available. When orders do come in, we often need to fill them lickity-split. Your success, and Cambridge's, depend on getting the right employees onto the right assignments at the right time. Good communication will help us to get you into the right spot when that call comes in.

When we receive an opportunity our first stop is our "Availability List". To get on the list all you need to do is call or e-mail your recruiter each week to advise us of your availability. It is that simple! E-mail is best, but if you prefer to phone please call the recruiter with whom you work and leave a clear voice mail with your first and last names and your status. We don't always have an opportunity to call you back, but we will call you if anything becomes available.

Please keep us apprised of any changes in your telephone or e-mail contact information and put our domain in your address book so e-mails do not end up in your spam filter. Others have missed out on great jobs because we have called and gotten an out of service message or e-mailed to a closed e-mail account. Remember, the more ways we have to reach you the better the chance that we will be able to reach you when your perfect opportunity arrives.

And one last tip: remember that Cambridge will frequently be working with several qualified candidates for new openings and it's the early bird that gets the worm. The more rapidly we can communicate with you, the more likely we are to be able to get you out on an assignment. Always make sure that we have all the best ways to contact you. You may log into our system to update your profile when any of your information changes.

Preparing For An Assignment:

Every assignment presents a new opportunity to make a great first impression and an opportunity to build on that. Of course, doing good work is fundamental to getting good reviews and further opportunities. Over the years we have developed a few simple rules to help you be successful. We also know what our clients look for in great employees and what drives them crazy! Find below a few simple guidelines and a behaviors guide to Knock Their Socks Off!

Rule 1 – Do not accept an assignment that you cannot perform! Misstating your skills, abilities or availability is a formula for disaster. Before you accept any assignment make sure your recruiter has fully explained the duties, responsibilities and duration of the assignment. Nobody wins if you accept positions for which you do not have the proper background or training, or you cannot work the hours. It is also important to complete the duration of the assignment. Not living up to these commitments will likely damage your relationship with Cambridge and Cambridge’s relationship with its clients. Take pride in your professionalism and only accept assignments where you can hit it out of the park!

Rule 2 – Make sure you have the “who, what, where and when” for your assignment. Cambridge will let you know the name of the employer, the address of the worksite, the name of the person to whom you are to report, the date and time at which you are to arrive, the projected schedule for the duration of the assignment, and the hourly rate. Traditionally we send this information by e-mail. Please let your recruiter know if, for any reason, you need us to provide the information over the telephone or via fax. Please make sure to bring this information with you when you report on day 1 of your assignment.

Rule 3 – Make a great impression! Map out your route to the worksite in advance. Ask your recruiter if you need help with directions. Please leave at least 15 minutes of “wiggle room” in your commute. It is no secret that traffic can be unpredictable. Giving yourself a little extra time will help ensure you arrive on time and will reduce your stress level so you can make a great first impression. In addition please review the behavior guide below.

How to “Knock Their Socks Off”

- Be on time, every time! On day one, arrive 15 minutes before your assigned start time.
- Ask questions if you are unsure about procedures and call your Cambridge recruiter if you are having problems.
- Dress professionally on the first day. Business casual means different things in different offices. Wear interview attire to start every assignment then you look around to see what other employees are wearing. Dress to fit in and remember that you never lose points for looking too professional.
- Take initiative; stay busy and ask if you can assist others.
- Call both your supervisor at the worksite and your Cambridge recruiter if you are running late.
- Be professional, pleasant and courteous to everyone.
- Do quality work and verify your work. It’s your reputation.
- If you know you will need time off during the term of an assignment let us know in advance. If you find you need time off once an assignment is in progress, or if you must leave an ongoing assignment, you must let us know in advance. Leaving an employer in a lurch is unprofessional, and is likely to burn bridges with Cambridge and with our client.

7 Critical Behaviors To Avoid:

1. Do not do personal work on a client’s time.
2. Do not make personal calls during work time, wait for your break.
3. Follow the work schedule and return from breaks promptly.
4. Do not access the Internet or use work e-mail for personal reasons.
5. Do not work overtime unless pre-approved by a supervisor.
6. Do not work through your lunch hour.
7. Do not leave the worksite unless approved by your supervisor.

Important Payroll Information

- Cambridge pays employees weekly.
- Payday is Thursday of each week.
- Direct Deposit is available (forms can be downloaded from our web site).
- You may request to pick up your check by notifying us by close of business on Wednesday.
- Your time is entered on-line at www.cambridgeconnect.com. Our time record process is all done on-line including the supervisory approval of your time record.
- You will need to set up a **CambridgeConnect** profile before you can submit your time record prior to the beginning of your first assignment. See the instruction below on how to set up your profile.
- Important: All time records must be submitted and approved by 5PM every Monday for the previous week worked. If Monday falls on a holiday, the deadline is extended until Tuesday at 10AM. If you miss this deadline, your paycheck will be delayed to the following week.

Managing Your Time Records Through www.cambridgeconnect.com

CambridgeConnect allows you to log in under your secure profile, create a time record and then submit your time record for approval from anywhere on the internet. You will also have access to view time record history, communicate with us and have other resources available to you throughout the system. It is all on-line. Follow the instructions below to set up your CambridgeConnect profile.

Three Easy Steps! Go to www.cambridgeconnect.com

Step 1 – Create your profile by setting up a User ID and Password

Step 2 – Log in to create your time record each week and enter your time

Step 3 – Click “Submit” at the end of the week to send your time record for approval

Creating Your Profile:

1. Go on-line to www.cambridgeconnect.com
2. Enter your e-mail address as your user ID (e-mail address Cambridge has in our system)
3. Create and enter a password (minimum of six characters, include letters and numbers)
4. Click “submit” and an e-mail will be sent to your e-mail address with a key code
5. Go back to www.cambridgeconnect.com and enter your user ID, password and the key code. This will set your password permanently and allows you access to the system. You only need the key code for the initial set up.

What's Inside CambridgeConnect?

Home Tab: Displays summary information and system wide messages. Click the folder tabs at the top of the screen to see more information.

Assignment Tab:

Home Assignments Vacation / Holiday Timesheets Contact / Resources					
PAST		CURRENT ASSIGNMENTS		FUTURE	
COMPANY NAME	RECRUITER	START DATE	END DATE		
CambridgeStaff	Tom Smith	2/9/2008	TBD		
Total Assignments: 1					

This tab will display a list of your current assignments. The buttons at the top can be clicked to see “past” or “future” assignment. Place your cursor over an assignment and left click will show the options you have. Currently you can download your Assignment Orientation Profile.

Time Sheet Tab: (Create Time Records Here!)

Home Assignments Vacation / Holiday Timesheets Contact / Resources	
PRINT	TIMESHEETS

On this tab you will manage your time records, create a time sheet, open and edit a time sheet and submit it for approval. For each assignment, you will see a time record holder listed. You will need to create a time sheet for each record holder (pay period and assignment).

Creating a time record can be done by placing the cursor over a record and left clicking will display the options you have:

- Create** – Makes a time sheet for the pay period/assignment.
- Open** – Edit the time sheet. This allows you to add or change time entered.
- Submit** – Send time sheet to my supervisor for approval.
- Delete** – Deletes time sheet. I did not work or need to start over.

You can enter your time daily or at the end of the week. Once you have created and saved your time record initially you can open and make changes throughout the week. Just left click and select “open”, enter your time changes and save the record.

At the end of your assignment, or for each pay period, make sure the time record is accurate and submit it for approval (left click select “**submit**”). **Once it is submitted you cannot change it!** So review each time record carefully before submitting. If the time record is submitted and there is a problem, please contact Cambridge.

You can also see your time history by clicking the “History” link. You can search for time records by various criteria.

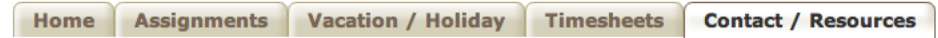
- If a client requires a Manual time sheet (paper time sheet) at the point you click “submit” your time record will prompt you to print it out for signature and faxing to Cambridge.
- All time records must be entered and processed through the on-line system.

Benefits Tab:



Track hours accrued toward and submit your request for Holiday / Vacation Pay.

Resources Tab:



Communicate with us, download forms and access to other information.

If you need help, call us at 404.842.2800 or 800.563.6101 and ask for payroll support!

Cambridge uses ADP iPayStatements for accessing paycheck and W2 statements via the internet. Through ADP, our payroll provider, we are able to offer you access to your earnings statements and W-2 forms 24 hours per day, 7 days a week. In addition, you can make changes to your W-4. Simply type in your changes, print the form, sign it and forward the completed form to your Payroll Department for processing. You will need to register by following the instructions below.

How to Register on ADP iPayStatements:

1. Go to <https://paystatements.adp.com>.
2. Click on “Register Now”.
3. Click on “Register Now” again
4. Enter the Self Service Registration Pass Code which is: **Camprof-adpnet** and click on “Next”
5. Enter your Identity Information:
 - First Name
 - Last Name
 - Social Security Number
 - Date of Birth
6. Click on “Next”
7. Select iPayStatements as the self-service Product.
8. Select Paystatement to enter additional information if your identity was verified.
9. From your most recent pay statement, enter the following information:
 - Company Code
 - File Number
 - Check/Voucher or Advice Number
 - Pay Date or Advice Date
10. Enter your personal contact information:
 - First Name
 - Last Name
 - E-mail Address
 - Phone Number

You will then be prompted to complete a registration process during which you must answer a few security questions and select a password. Your password must contain between 8 to 20 characters and at least one alpha and one numeric character. You will be assigned a system generated User ID. The security questions will be used to verify your identity if you ever forget your user ID or password.

Upon completing the registration process, you may access your pay statements from any internet browser at <https://paystatements.adp.com>. This link will also be in your CambridgeConnect portal.

Cambridge aspires to provide a work lifestyle that is highly satisfying to our employees in many areas: competitive compensation, flexibility, opportunity to succeed & personal and professional development. These are all important aspects in our working lives. In addition, we provide an excellent package of benefits for our temporary employees which, we believe, surpass anything available in our industry.

Your benefits will include:

- HOLIDAY PAY
- VACATION PAY
- HEALTH INSURANCE
- 401K PLAN
- PAY FOR PERFORMANCE BONUSES
- DIRECT DEPOSIT

Following is a review of our benefits. Feel free to discuss any questions you may have with your assigned staffing consultant.

VACATION / HOLIDAY PAY

Cambridge offers vacation and holiday pay to our temporary employees who meet the following work hour thresholds during the calendar year January 1st to December 31st. At 1200 hours employees earn 5 days pay (3 vacation & 2 holiday) and at 1800 hours employees earn an additional 3 days pay (1 vacation & 2 holiday).

In the second year of employment and beyond employees earn 8 days of pay at 1200 hours (6 vacation & 2 holiday) and an additional 4 days pay at 1800 hours (2 vacation & 2 holiday).

If an employee does not hit the 1200 hour threshold they do not qualify for second year level benefits but will be eligible for first year level benefits each and every year they work for Cambridge. All accruals toward vacation and holiday pay reset to zero January 1st of each year and no carryover is allowed.

Please do not confuse vacation or holiday pay with actual time taken off for holidays and vacations. This benefit is compensation paid to our employees for hitting the work hour thresholds only. If you are currently on an assignment with Cambridge and would like to take time off, you must arrange this in advance with your recruiting consultant from Cambridge and your supervisor (our client) as appropriate.

HOW DO I CLAIM MY VACATION / HOLIDAY PAY?

You will find your accumulated hours year-to-date located on your weekly pay stub or on the Vacation / Holiday Tab in your CambridgeConnect portal. Once you have reached the requisite number of hours, please submit a request via the Vacation / Holiday Tab in CambridgeConnect. Your vacation pay will be included in the next regularly scheduled payroll. The rate of pay for vacation will be the average of your regular hourly pay rate over the month immediately preceding submission of your request for vacation pay.

Please be aware that we cannot carry over accumulated hours from one calendar year to the next. The total hours accumulated towards vacation pay revert to zero on January 1st of each year.

HEALTH INSURANCE REIMBURSEMENT

To qualify for health insurance benefits, you must have been paid for working an average of at least 25 hours per week for the two consecutive calendar months immediately preceding the first month for which you submit a reimbursement request. Beginning in the first month, after the two qualification months, Cambridge will reimburse employee up to \$100 per month towards health insurance premiums paid out of pocket to insure yourself, spouse and/or dependents as long as you continue to receive pay for working a weekly average of 25 hours. Should you fail to work the required number of hours for two successive months, you will need to re-qualify.

If you are interested in exploring individual insurance, Snellings Walters Insurance Agency is available for any questions you may have at (770) 508-3023. They will provide any questions you may have regarding individual insurance coverage through Kaiser Permanente. You do not have to use this insurance to qualify for the reimbursement, however, we will request a receipt for coverage before we will pay for the reimbursement.

HOW DOES THIS WORK? At the end of each month for which you qualify, (but no later than the 15th of the next month), you will need to provide us with a request for reimbursement as well as a receipt of your payment for that month (in the form of an insurance company invoice and a copy of the check, credit card receipt, etc.) Cambridge will reimburse employee for up to \$100 and it will be included in your regular weekly paycheck on the 30th of each month.

If you meet the 25 hour per week criteria for the months of January, February & March, please submit your request for reimbursement and evidence of payment for March coverage no later than April 15th. You should receive your reimbursement of up to \$100 no later than April 30th.

Please note: The insurance coverage must be in your name and we reserve the right to deny reimbursement should we deem at our sole discretion that the evidence of coverage and payment you have provided is insufficient. Your request for reimbursement for any given month must be received in our offices no later than the 15th of the month immediately following and we reserve the right to deny reimbursement against requests received later than this date. Your request must also include the necessary documentation.

LONG TERM TEMPORARY EMPLOYEE HEALTH INSURANCE PROGRAM

If you take an assignment of longer than six months in duration you are eligible to participate in our health insurance plans. You will be asked to participate in paying for a portion of your coverage. The amount will vary depending on the type of coverage you request and the number of dependents you wish to cover. The following coverage is available. Ask your Staffing Representative about the plan details and cost.

- Medical Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance

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ADDITIONAL BENEFITS

401K Savings Program

- Eligibility requirements - All employees who have completed one year of service with 1000 hours and who are 21 years or older.
- Entry Date - You may enter the plan on January 1st or July 1st once you have satisfied the eligibility requirements.
- Employee Salary Deferral Contributions - You may contribute from 2% to 15% of your pay each pay period. Your taxable income is reduced by the amount you save. This reduces your current federal, and in most cases, state income taxes. You may change your salary deferral savings amount quarterly and you may stop contributing at any time.
- Company Contributions - Cambridge matches a portion of your salary deferral contributions. Cambridge may make a year-end discretionary profit sharing contribution.
- Investment Options - You may invest in any or all of the investment options available in the plan.
- Investment Changes - You may change your investment elections daily. You may transfer among the variable investment options on a daily basis.
- Withdrawals - You may receive money from your account for the following events:
 - Retirement-Age 65
 - Death
 - Disability
- Termination of employment-if the distribution is not directly rolled over to another qualified retirement plan or IRA, the IRS requires 20% federal tax withholding and a 10% IRS penalty may apply to the total distribution if you are under age 59 ½.

These benefits are offered at the sole discretion of Cambridge and may be amended or discontinued at any time without advance notice. All reimbursements will be paid net of applicable withholding taxes.

MEASURING QUALITY AND YOUR PAY FOR PERFORMANCE BONUS

Cambridge is committed to delivering quality services through our team of dedicated temporary professionals. Our bonus program recognizes employees who consistently perform well from our client's perspective. So, we have implemented a bonus program in order to recognize our top performers.

Based on our assessment of your performance, including the survey results from our clients, you will be eligible for a bonus every six months. The bonus amount may vary so ask your Cambridge Consultant what the current bonus potential is. To qualify, you must consistently perform well and work at least 520 hours for Cambridge during the six month period.

Quality is rewarded at Cambridge! We measure quality by submitting surveys to our clients to get feedback about their experience with each employee and with Cambridge. At Cambridge we believe that meeting or exceeding our client's expectations is the true definition of providing quality services. We reward that level of service through our Pay for Performance bonus system and ask you to join us in committing to providing the highest quality services in our industry!

*Cambridge reserves the right to modify or discontinue benefit or incentive program at anytime.

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If you are in search of direct hire positions, remember that your job search is a job in itself, and doing it well will increase your chances of success. Here are a few tips to help you keep your search on track

1. There are some great job boards out there. Use them effectively, and not as a time killer. Create search agents on a few that you like, and jobs that are right for you will be delivered to your mailbox. Sitting in front of the boards browsing is a waste of your valuable times.
2. Job-hunting is sales, and you are your product. Your resume and cover letter are your advertisements, so make sure they are perfect. A typo or sloppy grammar in your cover letter will absolutely take you out of the running for many positions.
3. Create a network. Ask friends, family, former classmates, co-workers, and everyone else you know to keep you plugged in to the professional community. Find people who are successful in your field, take them to coffee and ask them what they have done to succeed. Volunteer your time to an organization near to your heart and get to know everyone there. Whatever you can do to get yourself out there will help. Make sure people see you at your best and know what you are looking for, and make sure to stay in touch with people. A good network is by far the best way to get a job.
4. Find organizations you want to work for and, if you do not have a personal connection, do your research and send a very personalized cover letter explaining why you want to work for that specific organization and detailing the benefits you offer. If you show you have done your work to learn about that specific workplace you are far more likely to end up in a file of people to contact when needs open.
5. If you are looking into working with a recruiter, trust your gut. A good recruiter will want to get to know who you are and what you are looking for. If someone just wants your resume it probably is not a recruiter you want to work with.
6. Be 100% honest and accurate with your recruiter. If a potential employer gets contradictory representations from you and your recruiter both of you look bad.
7. Recruiters should offer suggestions regarding improving your resume. There is no requirement that you take those suggestions, but bear in mind that good recruiters know what employers want to see.
8. Recruiters should provide specific advice regarding interviews as well as general interview tips. After the interview your recruiters should provide feedback from the company. You should also immediately provide feedback to your recruiter.
9. A recruiter should offer suggestions regarding employers that might not be on your radar. Be open minded and consider the opportunities recommended and remember that a good recruiter knows a lot about the job market.
10. Make sure recruiters only submit you for positions you have approved. If your resume is being wallpapered all over town it will decrease your desirability in the marketplace.

GOOD LUCK!!!!