Ordering Instructions - September 2018

Placement
Agency designated liaison may request temporary services by:

- Contract Administrator and Primary Point of Contact is Anna Kazmierowski
- Contacting an A2Z Staffing Coordinator directly at 406-443-7664, 8:00 - 5:00 Monday through Friday
- Emailing our offices @ jobs@a2zmontana.com
- Using the A2Z web portal, www.a2zmontana.com
  - Go to: STAFFING SERVICES > Complete a Job Order
- For unexpected or urgent placement, clients can contact Anna Kazmierowski directly at 406-459-8440 or email at jobs@a2zmontana.com

The Agency liaison will be asked to provide the following information:

- Start date and length of assignment
- Position title
- Position duties
- Recommended pay rate
- any special requirements, i.e. background investigation, skills/qualifications/certificates

A2Z will issue a Work Order for review, and approval by the agency liaison. Following, a list of qualified individuals and documentation of their qualifications will be provided to the agency.

Length of Assignment
Temporary workers, per position, shall be provided to the requesting agency for a maximum of 480 hours per position per contract.

- A2Z will submit a report to the contract liaison, the hiring agency Human Resources, and the Hiring Manager, when a worker reaches 360 hours worked. The report will detail the agency, name of employee, position title, and hours worked.

Payroll and Accounting
Work time shall be reported on a weekly basis with payroll dates schedule for each Friday following the completion of the prior work week. Temporary employees must submit a time card with supervisor approval each Friday. The time sheet must include the employee's name and hours worked reported on a daily basis. The card must be signed or submitted electronically, by the employee and approved by the supervisor or their designated backup.

- Paper Time Cards: Employees may complete an A2Z time card and submit directly to A2Z at 50 West 14th Street, Suite 300, Helena Montana, or email to accounting@a2zmontana.com, or fax at 406-443-7842.

Invoicing and Payment
A2Z will invoice the designated agency weekly for payment of contracted services rendered. Invoices will list agency name, division, bureau and/or program, the employee name, position title, hours worked, pay rate, and the Contract Management Fee. In addition, monthly statements will be issued for any balance due by the 1st of each month. Payment is due net/30 days.