



Important Assignment Information

As a reminder, you are a W2 employee of Randstad Sourceright, and not an employee of the client you have/were assigned to. If your assignment with this client has recently ended, or if you have experienced a reduction of hours at your current assignment, please take note of the following important information:

Final timecards and expenses

Please ensure that all of your hours and expenses have been submitted and approved by your manager immediately after your assignment ends for final processing.

Benefits

As a Randstad employee, you are eligible for certain benefits; for more information, please contact our Benefits department at 877-601-7453.

Your Randstad Profile

It is important to keep your Randstad profile in Self Service up-to-date, even after your assignment ends. You can continue to access the site (www.workplace.randstad.com) to review and download paystubs, elect for electronic receipt of W2s, etc.

If this is your first time using this website, you will need to register as a new user to create a new username and password. You will need your employee ID # which begins with four zeros (e.g., 00001234567).

If you have previously registered for an account, but have forgotten your login information, please contact our corporate office directly at 877-601-7453 and someone will assist you.

Availability

It is your responsibility to notify Randstad Sourceright within one business day of being informed of a status change in your assignment, either by calling your Randstad Sourceright representative at 800-382-7297 (prompts #1 then #1, hours are M-F 8:00AM-6:00PM EST) or by updating your Self Service profile at www.workplace.randstad.com.

After this initial notification, you must report your availability to Randstad once a week. Why is this important? Updating your profile and availability ensures your profile continues to stay active week-to-week, and informs us that you are still actively seeking employment. We suggest notifying us over the phone or updating your Self Service profile on Mondays every week.

NOTE: You MUST report when you are available for additional work at the end of your assignment, or during a reduction in hours at your assignment, on a WEEKLY basis as you agreed to do in the "At-Will" policy that you signed at the beginning of your assignment. If you do not report your availability with Randstad on a weekly basis, it be considered that you voluntarily quit, and this may jeopardize your ability to get unemployment benefits.

Important information for applying for unemployment:

Randstad Sourceright
925 North Point Parkway, #100
Alpharetta, GA 30005
FEIN: 26-3305087