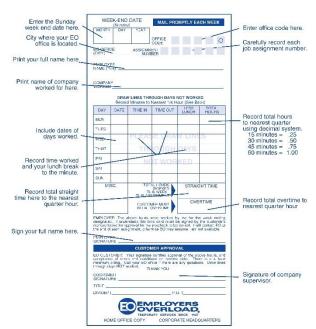


## TO EO EMPLOYEE

- To receive your EO paycheck, you MUST fill out a time card for each assignment and for each week with the hours you have worked. You MUST fill in the assignment job number, all other information and have your time card signed by the customer.
- Affix First Class Postage to the Original. Postal regulations are that mail with insufficient postage is not forwarded but returned to sender.
- Mail Original. Leave customer copy with customer. Keep employee copy for your records.
- If you have a new address, change in marital status, change in tax deduction you must complete a new W-4 form and mail to EO.
- Be sure to call your local EO office when you complete your assignment.



## THANK YOU FOR BEING AN EO EMPLOYEE

