

Questions to ask for Financial Management Services

Agency Related Questions:

- ▶ Do you help me find workers? Or am I solely responsible for finding them?
- ▶ What is the rate of pay for individuals that go through your agency?
- ▶ Is there paperwork involved in getting started, and if so what is the procedure?
- ▶ How often do workers get paid, and how do they receive their checks?
- ▶ Do workers receive a raise? If yes, How often and what is the criteria?
- ▶ Do you provide benefits (sick leave, vacation) for workers?
- ▶ What happens if my worker does not show up?
- ▶ Do you take out taxes?
- ▶ Do you reimburse workers for transportation costs or is that my responsibility?
- ▶ How much notice do you require if I want to change payroll agents?
- ▶ Can you tell me something about your agency that I may not have asked?

Background Questions:

- ▶ Do you complete background checks for the workers that I chose?
- ▶ What kinds of background checks do you run?
- ▶ How are the background checks paid for?
- ▶ Do you notify me about the results of the background checks?

Timesheet Related Questions:

- ▶ How do timesheets get sent to the payroll provider? What if provider is out of town?
- ▶ How soon do timesheets have to be in before checks can be processed?
- ▶ What happens if workers turn in timesheets late or with missing signatures?

Other Worker Related Questions:

- ▶ Do you provide any training to workers or is that solely my responsibility?
- ▶ What worker activities are listed on the timesheets?