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# Kforce Consultant Orientation



# Welcome to Kforce

## Orientation Outline

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Health & Welfare

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Consultant On Assignment Website

Access tools, resources and more [here](#)



# Payroll Process

## Payroll Information

- The timecard deadline is to ensure timely processing of your pay and invoices to the client. **Timecards are due by Monday at 11:59 p.m. local market time.**
- Your first paycheck will be processed after the first week worked and paid out the following Friday.

## Direct Deposit Information & Tax Forms

- Tax forms should be completed by Friday via [Paperless Employee](#) to be effective for the following pay period.
- Direct deposit forms should be completed by Tuesday via [Paperless Employee](#) to be effective for Friday payroll.
- If you do not choose direct deposit, you will receive paper checks while on assignment.
- You can access your pay stubs after your first direct deposit via the [MyADP website](#).
- All checks are issued and mailed from our Payroll Processing Center in Atlanta, GA to your home address via United States Postal Service. Mail delivery service can influence the receipt of your check.

\*Exceptions in CA and TX



# Time Entry Process

- Unless you are directed by your local contact to use a different time entry system, MyTE, My Time & Expense, is the primary system used to enter time and/or expenses.
- When you begin your assignment, you will receive an email that includes instructions on how to set up your MyTE profile.
- To log your work hours, please visit the [MyTE website](#).
- Hours should be entered in weekly. Failure to enter hours in a timely manner may result in your pay being delayed.

\*For detailed information on the MyTE system, please visit the Time Entry page on the [Consultant Website](#).



# Kforce Benefits



# Health & Welfare Benefits

*To enroll for health benefits, you will receive a Welcome email from our enrollment vendor, SmartBen. The email will contain a link for you to make an appointment with a licensed benefits counselor. The benefits counselor will review the benefits with you and enroll you in the plans you select.*

- You must enroll for benefits within 25 days of your start date (no exceptions).
- The New Hire Benefits Guide will be sent via a link in the Welcome email from SmartBen.
- Once elections are made, changes cannot be made unless you experience a qualifying event, such as marriage, divorce, birth/adoption or a change in your spouse's employment status that affects benefits eligibility. Please reference the [Benefits Policy](#).
- The SmartBen NOW app is available for you to access benefits information right at your fingertips. Download now from the [App Store](#) or [Google Play](#), then log in using your SmartBen username and password. You can also check out the [SmartBen NOW reference guide](#) to learn more about the app's features.
- All information, including benefits guides, rate sheets, FAQs and other helpful tools can be found on the [Consultant Website](#).
- If you have specific questions regarding benefits, please contact the [Kforce Customer Solutions Center](#) at 866.807.5074.



# 401(k) Retirement Savings Plan

- After you have received your first paycheck, you can enroll in our 401(k) Retirement Savings Plan via the [Prudential](#) website.
- The Kforce 401(k) Retirement Savings Plan allows you to contribute from 1% to 75% of your pre-tax earnings each pay period, up to IRS limits, and offers a wide variety of investment options.
- The plan allows for immediate rollover from previous qualified plans into Kforce's plan.
- Kforce may match employee's 401(k) contributions, as decided by the firm's Board of Directors. To be eligible for any firm contributions, you must be an active Kforce employee on December 31<sup>st</sup> and have a minimum of 1,000 hours of service in the calendar year. There is a five-year vesting schedule applied to any company match.

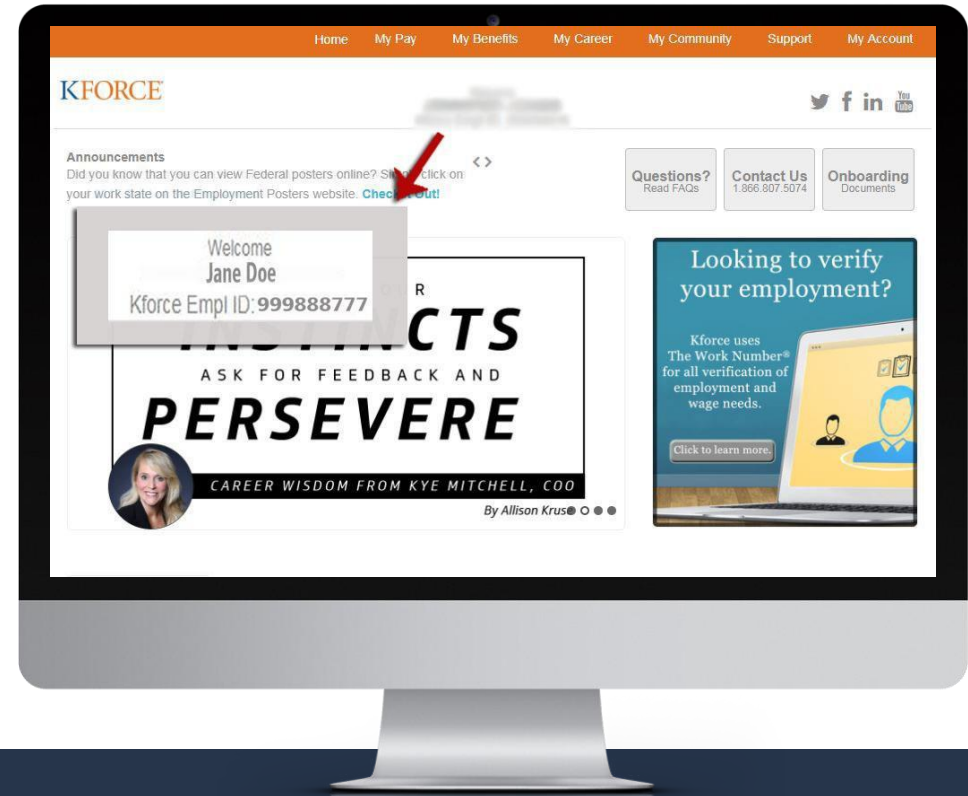
Years of Service	Percent Vested
Less than 2 years of service	0% vested
2 years	20% vested
3 years	40% vested
4 years	60% vested
5 years	100% vested



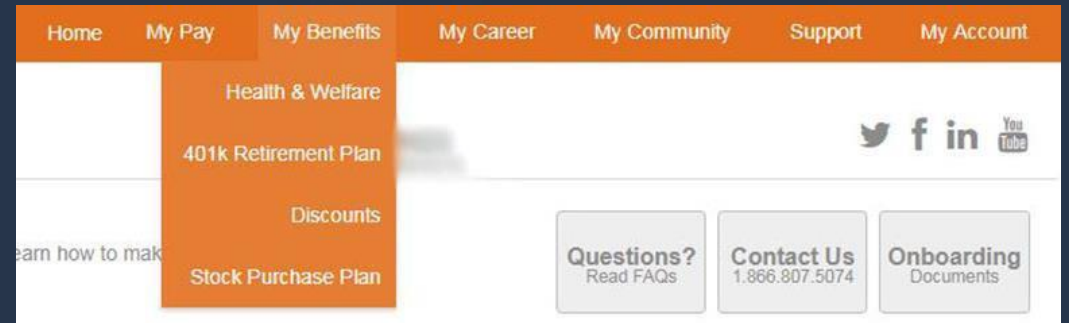


# Consultant On Assignment Website

- The [Consultant Website](#) is available to all consultants during your assignment.
- Your login is your primary email address.
- Your Kforce Employee ID can be found at the top center of the homepage.



- You can access up-to-date information and important announcements on the [Consultant Website](#).
- The site houses all the resources you will need during your assignment, including information on Kforce benefits.







# Consultant Survey Program

At Kforce, we invite you to share your feedback. Be sure to look for an email with your personal survey link from "Kforce, Inc." at the following employment milestones:



Your feedback is important to us and you'll be asked to rate Kforce on a scale of 0-10, with 10 being world-class service.

We welcome your suggestions and ideas regarding your Kforce experience as we continue to enhance your time on assignment.

If you feel you were provided exceptional service, you'll have the opportunity to recognize a Kforce associate.



# Contact Us



# Kforce Customer Solutions Center

The Kforce Customer Solutions Center is happy to assist you with:

- Payroll (taxes, direct deposit, pay stubs)
- Time Entry
- Benefits
- Consultant Website access (i.e., MyTE, MyADP, Paperless Employee, etc.)
- Expenses
- Human Resources
- Legal

The Kforce Customer Solutions Center will respond within 24-48 hours of your request or issue. Emails and voicemails are continuously monitored for urgent and time-sensitive issues.

- Email: [customersolutionscenter@kforce.com](mailto:customersolutionscenter@kforce.com)
- Phone: 866.807.5074
- Hours of operation: 8 a.m. to 8 p.m. ET, Monday through Friday



## Important Links & Resources

Resource Sites	Description	Website Link & Contact Number
Kforce Customer Solutions Center	A team of trained Kforce specialists available to assist you while on assignment	<a href="mailto:customersolutionscenter@kforce.com">customersolutionscenter@kforce.com</a> 866.807.5074
Consultant Website	Website for Tech and FA consultants while on assignment	<a href="https://kforcegreatstart.estaff365.com/Account/Login">https://kforcegreatstart.estaff365.com/Account/Login</a>



Congratulations!  
Welcome to the Kforce Family.