

Welcome to Portfolio Creative!

We are excited to welcome you to the Portfolio Creative team! Before your first day, there are a few important details we'd like to share to help you get started:

Compensation Information

- **Payday:** You will be paid weekly on Fridays through direct deposit. A pay calendar is included in your new hire packet for reference.
- **Timesheets:** Please submit your timesheet by the end of day Friday for hours worked during the week. If you miss the Friday deadline, submit it no later than 12:00 PM on Monday. You must submit a zero-hour timesheet if you did not work. Timesheets can be accessed via this link: [Timesheet Portal](#).
- **Pay:** As a W-2 hourly employee, you will be paid for all hours worked. After receiving your first paycheck, you can create an account on [Isolved](#) to view your pay information and tax documents.

We strive to ensure payroll is accurate and processed on time for everyone. To help us achieve this, please complete your timesheet accurately and submit it before the deadline, follow the correct procedures for PTO and holiday pay, and keep your direct deposit details current. The deadline for any corrections or changes is Tuesday at 12:00 PM. After this time, we may be unable to resolve the issue before payroll is processed. **If you are unsure how to complete any of these steps, please contact hr@stafford-resources.com—we are happy to help.**

Benefits Information

As a Portfolio Creative Assigned Professional, you may qualify for Medical, Dental, Vision, 401(k), Paid Time Off, Holiday Pay, and Life and Disability Insurance. Please refer to your onboarding packet for details.

Contact Information

- If you have any questions or concerns, please contact Human Resources at HR@stafford-resources.com or reach out to HR and Operations directly:
- Amber Turner, Human Resources and Operations Manager, amber.turner@stafford-technology.com
- Brittany Hawkins, Operations Support Administrator, brittany.hawkins@stafford-technology.com
- You can also always reach out to your recruiter.

Additional Resources

Your new hire packet includes a pay calendar, timesheet portal instructions, Isolved Self Service Guide, Time Off Request Guide, and the employee handbook. Please take some time to review these documents before the end of your first week.

All the above documents can also be found at this link: <https://portfoliocreative.com/time>. We recommend bookmarking this link for easy and quick access.

We are thrilled to have you on board and look forward to working with you!