



Contract Professionals

Reasons to join the
Top Echelon Contracting Team

Tabb & Associates is a key player in the contract staffing industry and can meet your contract job search needs. Once Tabb & Associates has located a contract assignment for you, we will refer you to Top Echelon Contracting. If you qualify for employment, Top Echelon Contracting may offer you employment and assign you to work for a predetermined client. During your entire assignment, Top Echelon Contracting will be your employer. All of your payroll and employment issues will be handled by Top Echelon Contracting. The organization was established in 1992 and Top Echelon Contracting is currently placing its employees in 49 states. Top Echelon Contracting handles all legal, financial, administrative, and benefit functions. Some of the responsibilities of Top Echelon Contracting include:

- Timesheet Processing
- Weekly Payroll Funding
- Federal and State Tax Withholdings
- Unemployment Insurance
- Workers' Compensation
- Invoicing and Collections
- Paperwork and Administration
- Employee Benefits Administration

You can benefit from working a contract assignment in the following ways:

1. Flexibility in Lifestyle:

- Control of career path
- Opportunity to travel
- Balance between business and personal obligations

2. Potential for Higher Earnings:

- You are paid for every hour worked
- You receive overtime according to the Fair Labor Standards Act (FLSA)

3. Weekly Paycheck:

- Direct deposit
- Applicable expense reimbursement
- Itemized payroll statements

4. W-2 Payroll Tax Withholdings and Matches:

- Tax withholdings, filings, and matches handled by Top Echelon Contracting
- Top Echelon Contracting maintains responsibility for government compliance on its employees

5. Workers' Compensation Coverage:

- Coverage nationwide for approved job descriptions
- Hotline with access 24 hours a day, 7 days a week

6. Human Resources Services:

- Benefit specialist to answer any benefits questions you may have
- Employee Handbook with policies and procedures

7. Increase Technical and Professional Knowledge Base:

- You can increase your portfolio of skills
- You enhance your resume
- Exposure to varied work environments and projects increases your marketability





8. Evaluate Potential Direct Jobs (Temp-to-Direct):

- Determine if corporate culture is desirable before accepting employment offer from client
- Evaluate work scope and job responsibilities before accepting employment offer from client
- Network with key personnel for future opportunities

9. Opportunity to Travel:

- Provides for flexibility in assignments
- Local and national opportunities

10. Avoid Office Politics:

- Perform your function without organizational distractions

11. Quarterly Newsletter:

- Stay current on industry trends
- Updates on policies and procedures
- Review newsworthy articles

Your Recruiter

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Your Employer

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