

MONEY & PAYSTUBS

When are timesheets due and where do I send them?

Time sheets are due Mondays by noon if you want to get paid on time. Send a clear picture of the entire timesheet by text to the Weld Works number (206-635-3220)

Where can I find my paystubs?

Weld Works sends your paystubs to the email address we have on file for you every week before pay day. **We do not distribute hard copies of paystubs.**

What if I can't find my paystub in my email?

On Phone or Laptop/Desktop:

Go to the search bar located at the top of your email or the page in the app.

Search for: "Paystub from Weld"

A list should appear by date of when that paystub was received.

If you cannot find your paystub, you may also need to check your spam folder as some email settings can be set to high security.

How do I access my paystubs?

In the email from Weld, there is a PDF attachment. Click to open.

This will prompt you to enter a password. Your password is the first 4 letters of your last name and the last 4 numbers of your social security number.

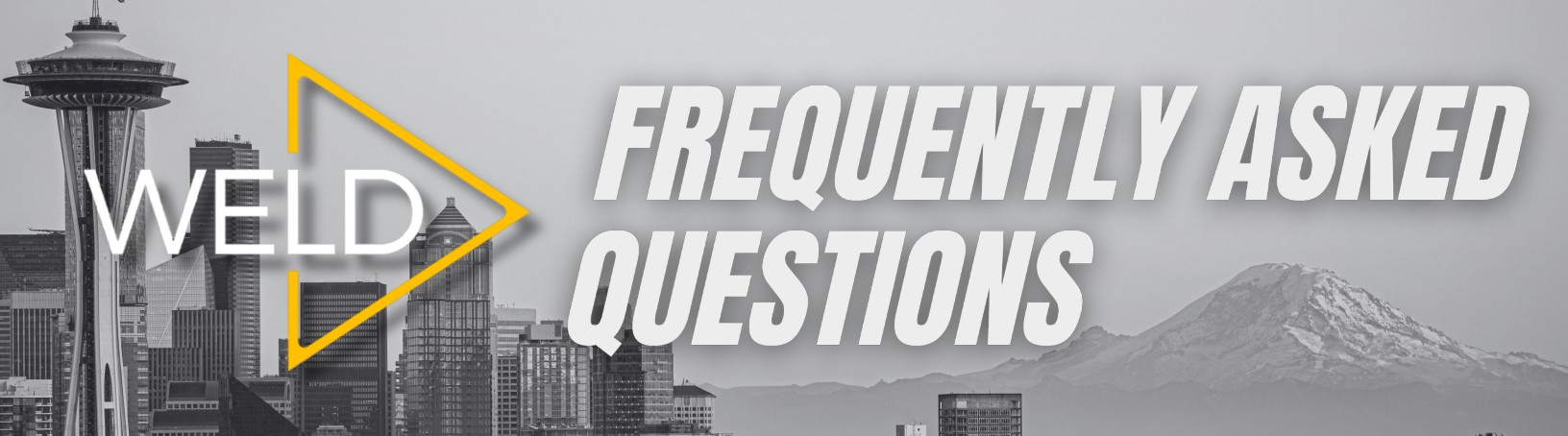
When and how will I be paid?

Pay days are every Friday for the work or class completed the week prior.

Weld does not issue paper checks. You will always be paid with the direct deposit info we have on file for you. Please make sure this info is up to date to ensure you get paid.

How do I update/change my banking and direct deposit information?

If there has been a change in your banking institution or if you get a new pay card – please notify our HR directly at HR@WeldSeattle.org



NET SPEND CARDS

How do I activate the card?

You don't need to do anything to activate the card. Weld Accounting staff will activate your card at the time of your first deposit.

Who do I contact about issues with my card?

Any issues with your card will need to be addressed to the card company by you. This is due to the card company's security.

Weld will not be able to discuss your card with the card company.

Weld cannot retract funds from the card once they've been deposited.

Weld cannot be a mailing address for your new card.

Weld is not responsible for any funds deposited on a card that have been lost or stolen within the pay date range.

What if my card is lost or stolen?

Notify the card company as soon as possible to have them put a hold on it. Send Weld a text or call a Weld staff to let them know.

UPDATING CONTACT INFO

What if I have moved or changed numbers?

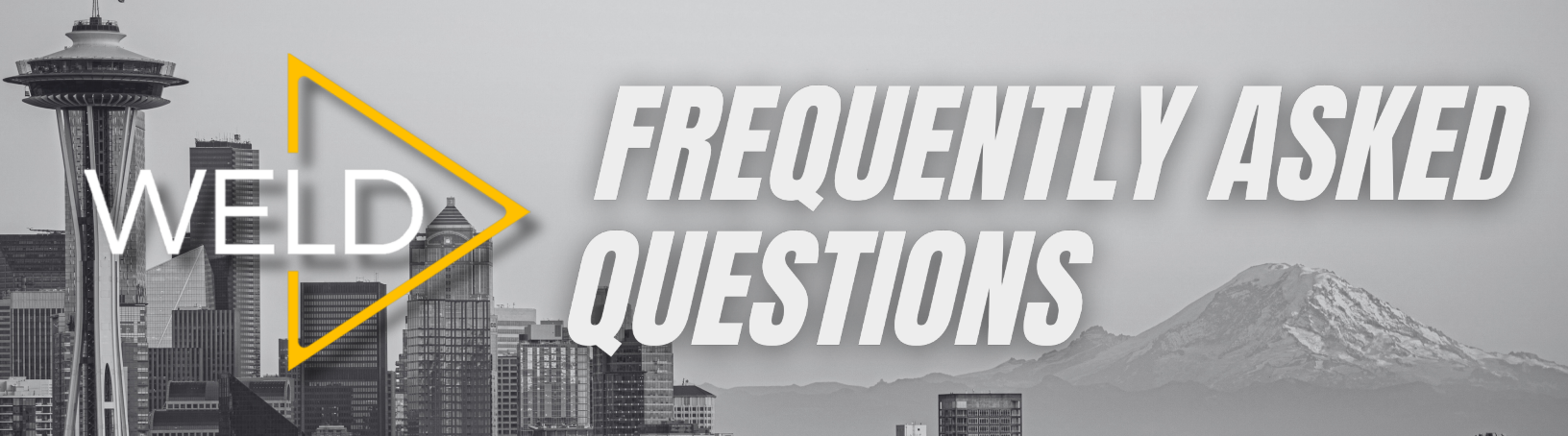
Please notify our HR directly at HR@WeldSeattle.org – Make sure you list your full name and updated information.

What if I have lost access to my old email?

Please notify our HR directly at HR@WeldSeattle.org – Make sure you list your full name and updated information.

What if I've lost my phone?

Text the Weld Works staff at 206-312-2081 immediately. This can be accomplished by using a friend, coworker, case manager, or supervisor's phone.



JOBS & PLACEMENT

Why haven't I been placed yet?

Meet with our Staffing Coordinator to go over an individual employment plan (I.E.P.) to discuss your options through our current list of open positions.

Some of our employers ask that we fill positions with members who have experience in the position, a driver's license, or other qualifying permits/certifications.

Each member has unique circumstances which we will try to place accordingly.

What if I am having issues with my supervisor or on a jobsite?

Contact the Weld Staff immediately. Our mission is you. If we know about an issue up front, we can do more to help resolve it.

If you feel unsafe at any jobsite, contact the Weld Staff immediately.

If it's unresolvable on your end, allow us to do our work and **advocate for you.**

Please remember, **you will always remain anonymous** when calling Weld Works staff regarding an on-site issue.

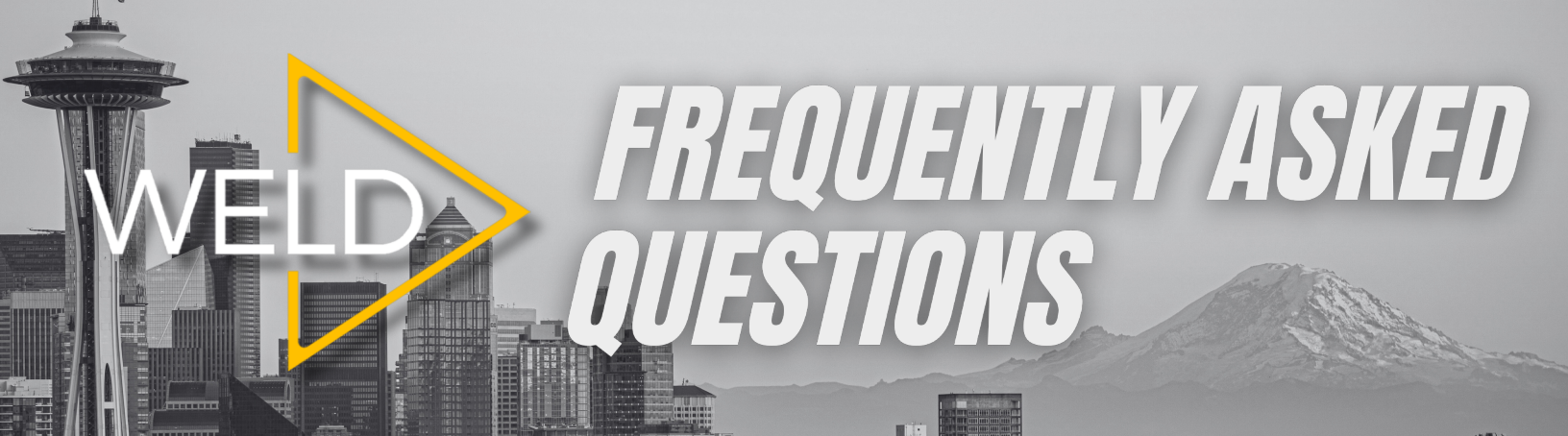
What if the job isn't for me?

Don't quit. Let Weld Works staff know that you are unhappy in your role and allow us to try and find another position for you. Quitting a job could result in a disruption in your pay schedule or even a loss of a reference on future job searches.

What if I am being asked to do something outside of the job description?

Contact Weld Works staff and let them know. It may entitle you to a higher pay rate with that employer.

At Weld Works, our priority is to provide support to you throughout your journey. We understand that you may have questions or concerns regarding your placement, and we want you to know that we are fully committed to addressing these concerns. Our dedicated team is determined to find the most suitable job placements for you, ensuring that your well-being in the workplace remains our priority.



WELD

FREQUENTLY ASKED QUESTIONS

WELD CLASS QUESTIONS

How do I sign up for Life Skills, Digital Literacy, or other Weld classes?

Call 206-809-7907

How do I sign up for Vocational classes (Flagging and OSHA)?

Our staffing team will send you an invitation. Confirm at this time. You can text the Weld Works number (206-635-3220) if you're interested in attending. You must be actively enrolled in Weld, meaning recent mudroom, recent Works Orientation or currently working with an employer partner.

How can I find info on my Life Skills class progress and completion status?

Ask HR directly at HR@WeldSeattle.org

IMPORTANT CONTACTS

Human Resources (HR) - 206-775-7669 HR@weldseattle.org

Updating contact information (address, email, phone number)

Updating payment information

Life Skills program progression and completion status

Weld Works Support - Text 206-635-3220

Send timesheets every Monday - BEFORE NOON (12:00PM)

Job Support including, safety, placement, reassignment, and duties included in job.

If card is lost or stolen, let Weld staff know right away.

Vocational class interest

Netspend - 1-866-387-7363

Issues with Netspend card

If card is lost or stolen, call to place a hold on the card.

Registration Line for Weld Classes - 206-809-7907

General Weld Support and Feedback Line - 206-775-7669

If you have more questions, need support, or would like to leave feedback, please leave us a message. We will place you in contact with a staff member.