



5 Tips for Making Temporary Payroll Professionals Feel at Home

Whether to cover a leave of absence or to try out potential full-timers, there are periods when you need to bring in temporary payroll professionals. To maximize efficiency and productivity, you'll need to help interim staffers feel like they're part of the team. Here are five ways to incorporate them into the fold:

1. Give them a place

Having a dedicated space to perform their new payroll duties can go a long way toward making temporary workers feel at home. The desk and computer could belong to an employee on leave or vacation, or they could be ones set aside just for contract workers.

2. Give them communication tools

If temporary employees will need to communicate with others in the department or company, make sure they have a company-specific email address and phone number. Unless they're just entering data, not having a means to communicate will hamper [collaboration](#).

3. Assign them a guide

Temporary professionals usually report to the payroll or accounting manager, but that person may be very busy. To help bring them up to speed as quickly as possible, pair them up with a full-time employee who can answer questions about payroll duties, workflow, logistics and the best places to go for lunch!

4. Include them

As much as possible, treat contract workers like a part of the company. Invite them to staff meetings, office events and social outings. The more they get to know their coworkers and work their way around [office politics](#), the better they will perform their job.

5. Show your appreciation

All workers respond well to kind gestures and words of [thanks](#). Keep temporary payroll professionals motivated to do their best by letting them know you appreciate their hard work. Publicly mention how glad you are for their help.

No matter how long or short their assignment, these temporary payroll professionals are part of your team. To get the most out of your personnel dollars, give them the same treatment as everyone else.

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