



EMPLOYEE NAME				WEEK ENDING SATURDAY / /				BRANCH NUMBER		 <p>Print clearly, use ball point pen or type, press firmly - you are making four copies.</p>								
JOB DUTY				ASSIGNMENT NO.														
ASSIGNMENT COMPLETED				SOCIAL SECURITY NO.				DAY	DATE	HOURS TO NEAREST QUARTER HOUR								
YES		NO		WHEN AVAILABLE?		EMPLOYEE SIGNATURE				STARTED	FINISHED	(LUNCH)	REGULAR HRS.	OVERTIME HRS.	FOR OFFICE USE ONLY			
<input type="checkbox"/>	<input type="checkbox"/>			X				SUN										
EMPLOYEE: I CERTIFY THAT THE HOURS SHOWN WERE WORKED BY ME AND WERE VERIFIED BY THE CLIENT. I ALSO CERTIFY THAT NO ACCIDENT OR INJURY OCCURRED WHILE WORKING ON THIS ASSIGNMENT.																		
COMPANY NAME																		
ADDRESS																		
CITY																		
CLIENT: YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS ON FRONT AND REVERSE SIDE HEREOF AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS COMPLETED SATISFACTORILY.																		
AUTHORIZED SIGNATURE								CLIENT						REGULAR		OVERTIME		
X								TERMS AND CONDITIONS SEE REVERSE SIDE						HOURS	MIN	HOURS	MIN	
PLEASE PRINT NAME AND TITLE								TOTAL HOURS TO THE NEAREST QUARTER HOUR.						TOTAL HOURS 				

TERMS AND CONDITIONS

Client hereby certifies that the hours shown on the reverse side are correct and that the work was performed satisfactorily unless otherwise reported to Administrative and Technical Services, Inc. (**adtec**) Client further agrees to notify **adtec** upon completion of employee's assignment. **Adtec** employees are guaranteed assignments of at least four (4) hours unless special arrangements have been made with **adtec**.

Client agrees that it will not entrust **adtec** employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of **adtec**, and Client will not request or permit an **adtec** employee to use any machinery or any vehicle, regardless of ownership, in connection with the performance of services for Client.

If for any reason our Client is dissatisfied with the performance of an **adtec** employee, Client will not be charged for the hours worked if Client notifies **adtec** within the first four (4) hours of the assignment.

In consideration of the extensive hiring and screening procedures that **adtec** undertakes for all temporary employees, Client agrees to pay liquidated damages for any employee Client hires prior to 520 hours.

Payment in full is due upon receipt of invoices. Any invoice unpaid after 30 days is considered delinquent and is subject to a 1-1/2% per month late charge.

TO EMPLOYEES:

1. Fill out this timecard completely and accurately.
2. Use a separate timecard for **each new assignment and each week**. Contact the adtec office when your assignment is completed.
3. Your timecard must be signed by your client supervisor. Your paycheck will be delayed if your timecard is not signed.
3. Please send the original timecard to adtec, and be sure to make a copy for yourself and a copy for your client supervisor
5. Timecards must be received in adtec's office on Monday by 12:00 noon following the week that you worked. Paydays are Friday. Contact your adtec offices for after-hour drop off information.
6. Please call your local adtec office with any questions.

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