Due: Monday before noon

Temporary Employee Timecard

Employee Name	Week Ending

Client Name	Supervisor Name

Client Address

☐ HOLD CHECK ☐ MAIL CHECK ☐ DIRECT DEPOSIT ☐ OTHER

USE NEAREST QUARTER HOUR IN DECIMALS (.25 = 15 MIN., .5 = 30 MIN., .75 = 45 MIN.)

DATE	DAY	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	REG HOURS	O/T HOURS	MP VERIFIED
	MON							
	TUES							
	WED							
	THURS							
	FRI							
	SAT							
	SUN							
TOTAL HOURS								

- **Overtime will be paid in excess of 40 hours per week or 8+ hours worked in a day.**
- **Indicate sick time with an "S" and number of hours.**

(FOR INTERNAL USE ONLY)

Execution of this time card is the responsibility of the AVAILABILITY temporary employee. Payment cannot be paid unless the timecard is signed by BOTH the AVAILABILITY temp and the Client representative.

EMPLOYEE: I hereby certify that the hours shown here on represent the total hours worked this week by me, and were properly verified by the **Company. I HEREBY CERTIFY THIS TIME SHEET IS TRUE AND THAT I SUSTAINED NO INJURIES DURING THIS ASSIGNMENT.**

EMPLOYEE SIGNATURE: _____ **DATE** _____

CLIENT: Execution of this time sheet certifies that the total number of hours indicated is correct. ***I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS HERE ON AND ON THE REVERSE SIDE OF THIS TIMECARD..*** We agree that AVAIL**ABILITY** has incurred expenses in acquiring and maintaining its staff of temporary employees and understand that if we want to transfer an AVAIL**ABILITY** employee to our payroll, a financial settlement or term agreement may be made by contacting AVAIL**ABILITY**.

AUTHORIZED SIGNATURE: _____ **DATE** _____

FOR OFFICE USE ONLY

PAY RATE	REG PAY HRS	O/T PAID	TOTAL PAID
BILL RATE	REG BILL HRS	O/T BILLED	TOTAL BILLED

2813 Coffee Road, Bldg A, Modesto, CA 95355 • 209-527-7878 • Fax: 209-527-3419 • www.aps-hr.com

Fax to: (209) 527-3419 or email to: kelsey@aps-hr.com

CLIENT INFORMATION
ADDITIONAL TERMS AND CONDITIONS

ENFORCEMENT

- **Client** shall pay invoices upon receipt and shall pay all reasonable attorney's fees and other costs and expenses of collection incurred by AVAIL**ABILITY** in enforcing this agreement.

SAFETY

- **Client** warrants that **Client** complies with all occupational safety and health laws and regulations.
- **Client** shall not allow an AVAIL**ABILITY** employee to operate machinery or vehicles for any form of company business. AVAIL**ABILITY's** insurance will not cover physical loss or damage caused by a temporary employee's operation of **Client's** machinery or vehicles. **Client** will hold AVAIL**ABILITY** and its temporary employees harmless from any loss or liability arising from the operation of Client's machinery or vehicles.

LIABILITY

- **Client** shall not allow AVAIL**ABILITY** employees to handle cash, negotiables or other valuables or to be entrusted with otherwise unattended premises unless a specific exception to this provision is made in writing by AVAIL**ABILITY.**
- Under no circumstances will AVAIL**ABILITY** or its insurers be responsible for any claims of employee's dishonesty or misconduct unless such claims are reported to AVAIL**ABILITY** within ten days of occurrence and **Client** cooperates fully in the investigation and prosecution of such claim.

RELATIONSHIP

- The **Client** recognizes AVAIL**ABILITY's** relationship is between the **Client** and AVAIL**ABILITY.** Therefore, the **Client** understands, agrees and accepts the obligation to discuss all matters concerning the AVAILABILITY temporary employee's job performance, job assignments, and pay procedures directly with the AVAIL**ABILITY** Consultant or an Owner**.**

PAY

- The **Client** shall be responsible for the cost associated with any sick pay that is paid to the employee. In the event sick time is taken, sick pay must be approved by the **Client** and AVAIL**ABILITY**. Sick pay will be billed to the **Client** separately from regular hours worked and will not be subject to additional mark up outside the hourly rate, payroll taxes, and worker's comp costs.
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- **Client** agrees not to advance cash or valuables to an AVAIL**ABILITY** employee and waives any right that it might claim to offset or recoup any such advances actually made against any amount owed to AVAIL**ABILITY.**

No oral statement shall modify or affect the foregoing terms and conditions.