



First Call Staffing, Inc.

***Timecards must be received by
12:00 noon on Monday***

Fax timecard to **800-455-0807**

or email to **payroll@firstcallstaff.com**

**Call to confirm
it was received**

800-411-8960

Employee Name _____

Social Security #

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Customer Name _____

Week Ending Date (Sunday)

MO	DAY	YR
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ENTER HOURS WORKED TO THE NEAREST 1/4 HOUR

List overtime in the appropriate column - anything over 8 hours in one day or 40 hours in a week is considered OT.

DAY	WORK DATE	START TIME	FINISH TIME	LESS LUNCH	REG. HOURS	O/T HOURS	SUP. INIT.
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							
TOTAL HOURS (Less Lunch)							

EMPLOYEE SIGNATURE I hereby certify that the hours shown herein were worked by me during the week ending indicated. I have not witnessed nor been involved in any accidents or injuries in the stated employment period.

CLIENT SIGNATURE

I hereby certify that I am an authorized representative of the company named herein, that the hours shown are correct and the work performed was done so satisfactorily. I further agree to the terms and conditions set forth on the reverse side.

CLIENT TERMS AND CONDITIONS

1. Client acknowledges that First Call has incurred substantial recruitment, screening, training, administrative, and marketing expenses with respect to its temporary employees. Accordingly, client agrees not to directly or indirectly offer to hire, or engage as an independent contractor any temporary employee assigned to client by First Call for a period of 180 days after completion of the temporary employee's assignment. Client further agrees not to allow our temporary employee to be placed on the payroll of any other firm for a like period without the express written permission of First Call. In the event client violates this paragraph, client promises to promptly pay First Call as liquidated damages and not as a penalty, 30% of the temporary's annual compensation and to reimburse First Call for its reasonable attorney's fees incurred to enforce its rights herein.

2. You will be billed for the hours listed on the timecard. Each timecard must be approved and signed by an authorized supervisor. The signature authorizes First Call to pay and bill for the hours worked and indicates all work performed was done so satisfactorily. There is a 4 hour minimum charge per employee per day. Overtime hours will be billed at time and one-half. Do not make payment directly to a First Call employee.

3. The First Call employee is assigned on the basis of a job description made at the time of placement at the Client's firm. The Client acknowledges that no changes to job duties may be implemented without First Call's approval. The Client accepts the responsibility to supervise the work of the employee.

4. First Call employees are not authorized to operate or drive any motorized vehicle and/or equipment without prior written consent from First Call. The Client further agrees to accept full responsibility for any loss or liability caused or incurred by a First Call employee while said employee is operating any vehicle, equipment or machinery.

5. The Client agrees not to entrust a First Call employee with the control, care or custody of cash, property, negotiables or valuables without prior written consent from First Call. It is further understood that First Call will not be responsible for any claims arising out of or under its Fidelity Bond unless such claims are reported in writing within ten (10) working days of the discovery of the alleged wrongful act.

6. The Client agrees to indemnify and hold harmless First Call from any and all claims, suits, demands or other causes of action which may arise by reason of Client's failure to comply with all Federal, State and Local laws, rules and regulations.

7. The Client agrees to furnish First Call employees a safe place to work and does and will in the future comply with all applicable OSHA requirements and regulations and is in compliance with all OSHA Hazardous Communication Standards as well as State Right-to-Know Laws.

8. In the event that it is necessary for First Call to hire an attorney to collect any money due herein or to enforce any provisions of the agreement, then First Call shall be entitled to attorney fees and costs.

EMPLOYEE INSTRUCTIONS

- Timecards must be received by 12:00 noon on Monday for you to be paid on Friday.
- Timecards will not be processed unless they are approved by an authorized representative of First Call's client company.