



P.O. BOX 550
 MONTGOMERYVILLE, PA 18936-0550
 (215) 855-8000
 PAYROLL FAX (215) 855-0976

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

CLIENT NOTE → PLEASE WRITE TOTAL HOURS WORKED (IN WORDS) HERE

TOTAL HOURS: _____ HOURS TO NEAREST 1/4 HOUR: ← _____

CLIENT AUTHORIZATION OF OVERTIME

AUTHORIZED BY: _____ TOTAL HOURS OVERTIME: _____ DATE AUTHORIZED: _____

EMPLOYEE NOTE: All unsigned time sheets are to be returned to employee without a check. Any alterations will void this time slip. Make out new time slip if you make an error.

COMPANY NAME (PLEASE PRINT)			
ADDRESS		CITY	
REPORT TO	DEPT.	YOUR JOB TITLE	WEEK ENDING
I hereby certify that the hours shown were worked by me during the week ending shown above and were properly certified by an authorized representative of the company named below. I understand I am to contact the office after completing the Assignment to determine if there is other work available for me. I agree that if I do not contact the office upon completion of an assignment they can assume I am not available.			
EMPLOYEE NAME (PLEASE PRINT)		EMPLOYEE SIGNATURE	
		X	
SOCIAL SECURITY NO.		ARE YOU RETURNING TO THIS ASSIGNMENT? YES <input type="checkbox"/> NO <input type="checkbox"/>	I WILL BE AVAILABLE FOR NEW ASSIGNMENT ON: DATE
CLIENT SIGNATURE OF ACCEPTANCE		PRINT NAME	
AUTHORIZED SIGNATURE		PLEASE PRINT NAME HERE	
IMPORTANT FOR CLIENT: Execution of this form by the client constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner and agreement by the Client to the TERMS and CONDITIONS printed on the reverse side of this form. PLEASE DO NOT ADVANCE MONIES TO EMPLOYEES.			
REGULAR		OVERTIME	HOLIDAY

WHT - McCALLION CANARY - CLIENTS PINK - TEMPS

EMPLOYEE INFORMATION

NEVER CALL OUR CLIENT. WHEN YOU ARE LATE, OR, IF YOU CANNOT WORK THE PRESCRIBED HOURS OR, IF YOU WON'T BE ABLE TO REPORT FOR WORK, CALL US.

RECORDING YOUR TIME

REPORT ALL TIME TO THE NEAREST 1/4 HOUR. DO NOT SHOW ODD MINUTES.

LUNCH

YOUR LUNCH PERIOD WILL BE DETERMINED BY THE SUPERVISOR TO WHOM YOU ARE ASSIGNED IF YOU WORK A FULL DAY. THE LAW REQUIRES THAT YOU TAKE A MINIMUM OF ONE HALF (1/2) HOUR FOR LUNCH.

ABSENCE

CALL US AT ONCE. WE WILL CONTACT THE CLIENT IF YOU WILL BE OUT FOR A NUMBER OF DAYS. IT WILL BE UP TO THE CLIENT TO DECIDE ON REPLACING YOU OR AWAITING YOUR RETURN.

OVERTIME

ALL AUTHORIZED WORK YOU PERFORM IN EXCESS OF 40 HOURS PER WEEK (MON.-SUN.) WILL BE AT TIME AND ONE HALF THE REGULAR RATE. YOU ARE PERMITTED TO WORK OVERTIME ONLY IF THE CLIENT REQUESTS AND APPROVES SUCH WORK. APPROVAL MUST BE OBTAINED FROM US BY THE CLIENT BEFORE OVERTIME CAN BE AUTHORIZED.

FUTURE ASSIGNMENTS

IMMEDIATE NOTIFICATION TO THE SERVICE OF COMPLETION OF A TEMPORARY ASSIGNMENT AND AVAILABILITY FOR FUTURE WORK IS REQUIRED. FAILURE TO DO SO MAY RESULT IN THE DENIAL OF UNEMPLOYMENT BENEFITS.

CLIENT TERMS & CONDITIONS

- By signing on the reverse side, Client represents and verifies that the McCallion Temporary has worked the number of hours indicated and agrees to pay McCallion in full for such work. Client acknowledges that McCallion's charges are for labor performed for Client and Client agrees to pay McCallion in full within ten (10) days after receipt of McCallion's invoice for services.
- Client agrees not to hire any McCallion Temporary on a full time or part time basis without McCallion's prior written consent. If Client hires any McCallion Temporary without McCallion's written consent, Client agrees to pay to McCallion a fee in an amount equal to twenty percent (20%) of the starting annual gross salary to be paid to the employee. The foregoing fee will not, however, be charged if, prior to such employment with Client, the McCallion Temporary worked at least 600 hours as a McCallion Temporary at Client's business. Any prior or existing written agreement between McCallion Temporary and Client shall supersede our prorated fee policy.
- Client shall not authorize or allow any McCallion Temporary to use or operate machinery, equipment (other than ordinary office equipment), or vehicles of any type without McCallion's prior written consent. Client acknowledges and agrees that McCallion's insurance does not cover personal injury or property loss or damage caused by its employees' operation of Client's machinery, equipment or vehicles. Client further agrees that Client shall accept full responsibility for bodily injury, property damage, fire, theft collision or public liability claims asserted as a result of any McCallion Temporary operating any of Client's machinery, equipment or vehicles, whether owned or rented.
- Client shall not give keys to any business premises to any McCallion Temporary and shall not entrust any unattended premises to a McCallion Temporary. Client shall not give advance or entrust to any McCallion Temporary any cash, securities, negotiables, jewelry or valuables of any kind, without McCallion's prior written consent.
- Client shall immediately notify McCallion in writing of any claim for loss, injury or damage relating or pertaining to any McCallion Temporary. In no event shall McCallion have any liability or responsibility for any claim relating or pertaining to a McCallion Temporary unless such claim is submitted in writing within thirty (30) days of the occurrence giving rise to the claim.
- If any amount due McCallion hereunder is unpaid and is placed in the hands of an attorney for collection, Client agrees to pay McCallion, in addition to all amounts owed, McCallion's attorney's fees and all costs incurred.