PERSONNEL PLUS

TEMPORARY EMPLOYEE TIMECARD

****EMAIL TIMESHEET TO: anctimesheets@perplus.com****

Due every Monday by 10:00 am

Temp Name: _____ _____

Last First MI

Company: _____ Week Ending Date (Sunday) _____

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Time In								
Time Out								
Time In								
Time Out								Total
Total Regular Hours								
Total Overtime Hours								

Overtime: Hours over 8 in a day, or over 40 in the week—per Alaska wage law and the Personnel Plus Service Agreement

It is very important that your timecard is accurate, including when you are out for lunch. All timecards must have a supervisors signature!!

Employee Certification: I certify that the hours recorded above are accurate to the best of my knowledge.

Temporary Employee's Signature Today's Date

Supervisor Certification: I certify that I have reviewed and verified these total hours and that the work was performed satisfactorily and approved of them as correct for payroll. By signing, the supervisor also acknowledges:

1. I understand that my company will not, directly or indirectly, hire an employee of Personnel Plus Inc. during this assignment or within 6 months from the day of this assignment without prior written approval of Personnel Plus Inc. A service charge will be imposed in the event a Personnel Plus temporary employee is hired by our company.
2. Personnel Plus employees will not be entrusted with unattended premises, cash handling, other valuables, or motor vehicles without prior permission from Personnel Plus Inc. Failure to comply will be the responsibility of the customer.

If you have any questions please contact Personnel Plus immediately.

Supervisor Signature Today's Date

Late timecards—or timecards turned in without a supervisor signature—will result in a late paycheck

Anchorage Office: 1500 W. 33rd Ave, Suite 220, Anchorage, AK 99503 • Phone (907) 563-7587