



TEMP NAME	COMPANY / JOB SITE	WEEK ENDING DATE
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	MON	TUE	WED	THUR	FRI	SAT	SUN
Time In							
Time Out							
Time In							
Time Out							
TOTAL							

TOTAL REGULAR HOURS	TOTAL OVERTIME HOURS
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It is very important that your time card is accurate, including when you are out for lunch. All time cards must have a supervisor's signature.

☐ **Employee certification:** I certify that the hours recorded above are true and accurate to the best of my knowledge.

TEMPORARY EMPLOYEE'S SIGNATURE

DATE

☐ **Supervisor certification:** I certify that I have reviewed and verified these hours, and approve them as correct for payroll.

By signing, the supervisor also acknowledges:

1. The above regular and overtime hours are correct and the work performed is satisfactory.
2. I understand that my company will not hire directly or indirectly an employee of Personnel Plus, Inc. during this assignment or within a period of 6 months from the day of this assignment without the 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.
3. 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 with these conditions will be at the responsibility of the customer.
4. If you have any questions, please contact Personnel Plus immediately.

SUPERVISOR'S SIGNATURE

DATE

LATE TIME CARDS — OR TIME CARDS TURNED IN WITHOUT A SUPERVISOR'S SIGNATURE — WILL RESULT IN A LATE PAYCHECK.