

# EXECUTIVE TEMPS

2321 W. OLIVE #F • BURBANK, CALIFORNIA 91506 • (818) 563-2939

# TIME CARD

**PRESS HARD! YOU ARE MAKING THREE COPIES - RECORD TIME TO NEAREST 1/4 HOUR**

	MON.		TUES.		WED.		THURS.		FRI.		SAT.		SUN.		↓ PRINT NAME BELOW ↓				
	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	TOTAL REG. HOURS		TOTAL OT. HOURS		WEEK ENDING SUNDAY
TIME IN																			
LUNCH OUT																			
LUNCH IN																			
TIME OUT																			
REG. TIME																			
TOTAL OVERTIME																			/ /

**REMEMBER: FOUR (4) HOUR MINIMUM PER DAY FOR EACH TEMPORARY EMPLOYEE.**

It is understood and agreed by Executive Temps and Client to whom persons are assigned to perform services as follows:

Persons assigned to Client are employees of Executive Temps and may not be hired by Client for a period of 90 days from the date of completion of work for Client. For violation of this agreement, Client agrees to pay Executive Temps 20% of annual salary as liquidated damages on demand.

**I CERTIFY THAT THE TOTAL HOURS WORKED ON THIS TIME CARD ARE CORRECT AND ACCURATELY REFLECT HOURS WORKED BY THE TEMPORARY NAMED ABOVE.**

SUPERVISOR'S SIGNATURE \_\_\_\_\_

COMPANY & SUPERVISOR NAME \_\_\_\_\_

Is your assignment over? <input type="checkbox"/> Yes <input type="checkbox"/> No	Mail check? <input type="checkbox"/> Yes <input type="checkbox"/> No
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