



FAX TIME-CARD BY 12:00pm ON MONDAY TO: 800-975-6544 or 310-284-6664 **(always call to verify we received it!)**
 For questions on your time-card or assignment call:
 800-695-7599 or 310-284-6644

Employment-Full Name(Last, First)				Company			
Day	Date	Start	Lunch	Finish	Reg. Hours	O.T. Hours	Supv. Init
Mon							
Tues							
Wed							
Thurs							
Fri							
Sat							
Sun							
Pay period starts on Monday & ends on Sunday. Use a separate timesheet for each assignment and for each week's work.					Total Reg.	Total OT	Total Hrs

Please fax your timecard by Monday 12:00 p.m.
Failure to do so will delay your paycheck until the following week.

 Employee Signature Date

I certify that I have worked hours listed on this timesheet. By signing this sheet, I declare that I have reported all injuries and illnesses that have occurred at this job to your ADDVantage Group Staffing contact or Branch Manager. I understand that my paycheck will be delayed if this sheet is incomplete or not submitted in a timely manner.

Client Agreement

- a) For California employees, all hours worked over 8 hours a day and all hours over 40 hours a week will be deemed overtime and billed at time and 1/2. For Texas employees, all hours over 40 hours a week will be deemed overtime and billed at time and 1/2.
- b) Minimum assignment length- 4 hours
- c) Client company will be billed for the hours listed on this time sheet. Make no payment directly to AGS employee. Invoices are payable upon receipt. Delinquent accounts are subject to interest and all costs to collect this account including, but not limited to attorney fees.
- d) If client desires to hire the AGS employee, client agrees that notification of this intent will be given to ADDVantage Group Staffing. If client hires an ADDVantage Group Staffing employee prior to the agreed upon minimum hours, client are subject to a liquidation charge.

The Undersigned is an authorized representative of the client:

 Print Name

 only:

For office use

REG	OT	INITIALS