



FAX TIME-CARD BY 12:00pm ON MONDAY TO: **800-478-8230**  
**(Call to verify or email Joe@addstaffing.com)**  
 For questions on your time-card or assignment call: 800-695-7599

Employment-Full Name(Last, First)				Company			
Day	Date	Start	Lunch St/Fin	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 may 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 ACUS Staffing contact. I understand that my paycheck may 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 overtime is after 40 hours in a single 7 day work week.
- 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 ACUS 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 ACUS employee, client agrees that notification of this intent will be given to ACUS. If client hires an ACUS 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

REG	OT	INITIALS
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For office use only: