

# THE SPECIALISTS GROUP LLC – TEMPORARY DIVISION

PRESS HARD – MAKING 3 COPIES – TYPE OR USE BALL POINT PEN

NAME

JOB ORDER NUMBER

SOCIAL SECURITY NUMBER

WEEK ENDING SUNDAY

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TIME RECORD	MON		TUES		WED		THUR		FRI		SAT		SUN	
	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN
TIME IN														
TIME OUT														
LESS LUNCH														
REGULAR TIME														
OVERTIME														

## EMPLOYEE AGREEMENT

Is your assignment completed? YES  NO

If completed, are you available for another assignment? YES  NO

I hereby certify that the hours shown herein were worked by me during the week ending designated, and were approved by an authorized representative of the Customer. I understand that I am to contact The Specialists Group office within 24 hours after completing this assignment to make myself available for another assignment and if I do not do so The Specialists Group may assume that I am not available for work.

EMPLOYEE SIGNATURE

## CLIENT / CUSTOMER AGREEMENT

The undersigned states that they are an authorized representative of this company/organization, and certify that the hours shown, including overtime are correct and that the work was performed by the employee in a satisfactory manner. I (we) agree to the Terms and Conditions on the reverse side of the Client/Customer copy of this time card.

CLIENT SIGNATURE

TOTAL TIME

COMPANY NAME

FOR THE SPECIALISTS GROUP USE ..... FOR THE SPECIALISTS GROUP USE .....

W. E.	C. #	B. R.	C/O	E. #	P. R.	REG.	O. T.
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## THE SPECIALISTS GROUP - TEMPORARY DIVISION TIME CARD INSTRUCTIONS

1. Each Temporary Employee of The Specialists Group is paid from this time card. To insure prompt payment, please enter your name, social security number, order number and week ending date. Supervisor and employee signatures are required.
2. Please use a new time card each week and a new time card for each assignment. New time cards will be included with each paycheck.
3. Detach and fax a copy of the bottom time card labeled PAYROLL COPY to the local office of The Specialists Group. Drop off in our office or place a stamp on the back of the PAYROLL COPY and mail it to The Specialists Group. Leave the customer copy with your supervisor, and keep the employee copy for your records.
4. It is important that you fax and mail your time card as soon as you finish your assignment. Time cards received after Tuesday will not be paid until the following week.
5. Checks are available in our office for pickup after 11 AM each Friday. Checks not picked-up will be mailed to the address provided on your W-4 unless you notify us otherwise.
6. Call The Specialists Group when you complete your assignment, or if you have any questions. It is important to advise us if you have a new mailing address so your check will not be delayed.
7. If you sustain an injury on the job, no matter how minor, please contact the office of The Specialists Group immediately. You will be entitled to Workers' Compensation disability benefits if the injury causes you to lose time from work.