

TEMPFORCE STAFFING
214 E. 6TH ST.
ANNISTON, AL 36207

INSTRUCTIONS FOR FILLING OUT TIME SLIP
1-Use a separate time sheet for each assignment and for each week's work.
2-Leave pink copy with client.
3-Mail white, green and yellow copies to our office no later than Friday evening.
4-Be sure to contact our office after each assignment.

DAY	DATE	TIME IN	TIMEOUT	LESS LUNCH	TOTAL HOURS
MONDAY				()	
TUESDAY				()	
WEDNESDAY				()	
THURSDAY				()	
FRIDAY				()	
SATURDAY				()	
SUNDAY				()	

COMPANY NAME (PLEASE PRINT)		CITY	
ADDRESS			
EMPLOYEE JOB TITLE	DEPT.	REPORT TO	WEEK ENDING
EMPLOYEE NOTE: I hereby certify that the hours shown were worked by me during the week ending shown above, and were properly certified by an authorized representative of the company named below. I understand I am to contact the office after completing the Assignment to determine if there is other work available for me. I agree that if I do not contact the office upon completion of an assignment they can assume I am not available. All unsigned time sheets are to be returned to employee without a check. Any alterations will void this time slip. Make out new time slip if you make an error.			
EMPLOYEE NAME (PLEASE PRINT)		EMPLOYEE SIGNATURE	
		X	
SOCIAL SECURITY NUMBER		ARE YOU RETURNING TO THIS ASSIGNMENT?	I WILL BE AVAILABLE FOR A NEW ASSIGNMENT ON
		YES <input type="checkbox"/>	DATE
		NO <input type="checkbox"/>	
CLIENT SIGNATURE OF ACCEPTANCE		PRINT NAME	
X			
CLIENT NOTE		TOTAL HOURS (IN WORDS)	
TOTAL HOURS		CLIENT NOTE: MINIMUM: 4 HOURS PER EMPLOYEE PER DAY Execution of this form by the client constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner and agreement by the Client to the TERMS and CONDITIONS printed on the reverse side of this form. PLEASE DO NOT ADVANCE MONIES TO EMPLOYEES.	
DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY			
CLIENT NO.	PURCHASE ORDER NO.	SOCIAL SECURITY NUMBER	JOB CAT. #
VOUCHER AMOUNT	I.O.N. #	SP CODE	SP CD DESCRIPTION
		1.	SP HRS
		2.	SPB
			SPP

PLEASE PRESS FIRMLY

TMRTS013 (12/04)