

<u>Time Card / Paycheck Instructions - Week ending Saturday</u>

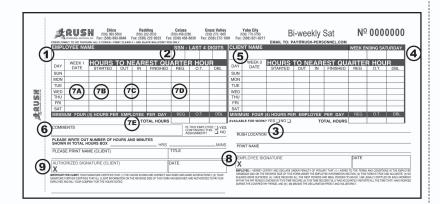
- You are paid according to this time card. Incomplete, inaccurate or illegible time cards may cause your paycheck to be delayed. Employee and Client signatures must appear on the time card to ensure prompt payment.
- Use a new time card for each assignment and use a new time card each week. Time cards will be given to you with your paycheck each week.
- After completing this time card (see specific instructions on reverse side):
 - ✓ Detach this cover sheet.
 - ✓ Leave client copy with client.
 - ✓ Retain employee copy for your records.
 - ✓ Promptly turn in RUSH copy of time card (hard copy) by 5:00 pm Monday of each week to your local RUSH office.
- Time cards turned in after Mondays may cause your paycheck to be delayed.
- Weekly payroll will be available on Fridays between 9:00 am and 5:00 pm at your local RUSH office (unless otherwise noted by special holiday schedules).

Specific Instructions

- Name Clearly print your first name, middle initial and last name. No nick names please.
- 2. SSN Digits Enter the last 4 digits of your Social Security Number.
- 3. RUSH Location List the RUSH office you are currently working for.
- **4. Week Ending Date** Enter the date of the Saturday at the end of the week in which you are working. If the last day of your workweek is not Saturday, please call your RUSH office.
- Client Name, Department and City Clearly print client name, department, if applicable and city.
- **6. Comments** This space is provided for the client's use.

7. Daily Time Record

- (7A) Enter the date that corresponds to the day of the week.
- (7B) Record hours worked daily to the nearest quarter hour (.25, .50, .75). Enter start and finish times
- (7C) Record your lunch break time OUT and time back IN
- (7D) Compute the total hours worked for each day, being certain to exclude lunch time taken. Enter daily total. Draw a line through days not worked.
- (7E) Total your daily hours for the week for this assignment and enter in Total Hours box.
- 8. Employee Signature Sign your name to certify that the hours you entered are correct.
- Client Verification and Signature Have client write out total number of hours and minutes and sign time card at the end of each week, or sooner if assignment is completed.



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	PERSON	NEL SERVICE	S, INC.

Chico (530) 893-5500 Fay: (530) 893-0648

Redding (530) 222-2033 Fay: (530) 222-9223

Colusa (530) 458-2280 Fay: (530) 458-8838

Grass Valley (530) 272-1600 Fax: (530) 272-1991

Yuba City (530) 770-3790 Fax: (530) 821-0217

Bi-weekly Sat **EMAIL TO: PAY@RUSH-PERSONNEL.COM**

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WEEK ENDING SATURDAY

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EMPLOYEE: I HEREBY CERTIFY AND DECLARE UNDER PENALTY OF PERJURY THAT (1) I AGREE TO THE TERMS AND CONDITIONS IN THE EMPLOYEE HANDBOOK AND ON THE REVERSE SIDE OF THIS FORM UNDER THE EMPLOYEE INFORMATION SECTION; (2) THIS FORM IS TRUE AND ACCURATE; (3) NO INJURIES WERE SUFFERED; (4) I HAVE RECEIVED ALL THE REST PERIODS AND MEAL PERIODS TO WHICH I AM LEGALLY ENTITLED ON EACH WORKDAY WITHIN THE PAY PERIOD COVERED BY THIS TIME RECORD: (5) THIS TIME RECORD FULLY AND ACCURATELY REPORTS ALL THE TIME THAT I HAVE WORKED DURING THE COVERED PAY PERIOD, AND (6) I AM MAKING THE DECLARATION FREELY AND VOLUNTARILY.

CLIENT INFORMATION

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- connection with the temporary employee ("Employ agrees that if Client hires Employee, prior to compowithout agreement from Contractor, Client will pay substantial recruiting screening, administrative and marketing expenses in mployee ("Employee") named on reverse side. Clien yee, prior to completing 720 continuous working hours leting 720 continuous working in Contractor's conversion charge
- Client certifies that the time set forth as hours worked is correct and that the work performed in a satisfactory manner.
- (3) Client agrees Employee is entitled to a rest period of 10 minutes for each four worked or major fraction thereof. This means Employee is entitled to two 10-n rest periods for an eight-hour shift. In addition, Employee is entitled not to work than five hours without a meal period of at least 30 minutes, with the meal period uninterrupted and duty-free. for each four hours to two 10-minute
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- Client's insurance does not cover loss or damage caused by Employee operating Client's wared or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, firetheft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation.
- after occurrence. (6) Contractor is not responsible for claims made under policies unless such claims are reported to Contractor in v writing liability or bond in ing by Client within
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- (10) Client shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA and EEO, Contractor and not with Employee directly. immigration laws

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Fax: (530) 272-1991

EMAIL TO: PAY@RUSH-PERSONNEL.COM

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PERSONNEL SERVICES, INC.	Fax: (530) 893-0648	Fax: (530) 222-9223	Fax: (53
PRESS FIRMLY TO GO THROUGH AI	L 3 COPIES • PRINT CLEAR	LY • USE BLACK BALLPOINT	PEN ONLY
EMPLOYEE NAME			5

PLEASE PRINT NAME (CLIENT)

AUTHORIZED SIGNATURE (CLIENT)

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DATE

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SSN - LAST 4 DIGITS

Grass Valley (530) 272-1600 Fax: (530) 272-1991

Yuba City (530) 770-3790 Fax: (530) 821-0217

WEEK 2

DATE

STARTED

CLIENT NAME

DAY

Bi-weekly Sat EMAIL TO: PAY@RUSH-PERSONNEL.COM Nº 000000 ₽

WEEK ENDING SATURDAY

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