

Time Card / Paycheck Instructions - Week ending Sunday

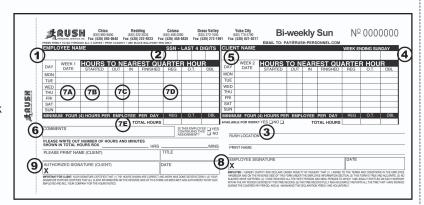
- You are paid according to this time card. Incomplete, inaccurate or illegible time cards may cause your paycheck to be delayed. Employee and Client signatures must appear on the time card to ensure prompt payment.
- Use a new time card for each assignment and use a new time card each week. Time cards 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 Sunday at the end of the week in which you are working. If the last day of your workweek is not Sunday, 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.





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

Redding

(530) 222-2033 Fax: (530) 222-9223

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

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

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

PRINT NAME

EMPLOYEE SIGNATURE

Bi-weekly Sun FMAIL TO: PAY@RUSH-PERSONNEL COM Nº 000000

PRESS FIRMLY TO GO THROUGH ALL 3 COPIES • PRINT CLEARLY • USE BLACK BALLPOINT PEN ONLY **EMPLOYEE NAME** SSN - LAST 4 DIGITS HOURS TO NEAREST QUARTER HOUR WEEK 1 DAY DATE STARTED OUT FINISHED REG DBL MON TUE WED THU FRI SAT SUN MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY REG O.T. DBL **TOTAL HOURS** COMMENTS IS THIS EMPLOYEE YES CONTINUING THIS ASSIGNMENT? PLEASE WRITE OUT NUMBER OF HOURS AND MINUTES SHOWN IN TOTAL HOURS BOX HRS MINS TITLE PLEASE PRINT NAME (CLIENT) AUTHORIZED SIGNATURE (CLIENT) DATE 30

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IMPORTANT FOR CLIENT: YOUR SIGNATURE CERTIFIES THAT (1) THE HOURS SHOWN ARE CORRECT	AND WORK WAS DONE SATISFACTORILY; (2) YOUR
SIGNATURE FURTHER CERTIFIES THAT ALL CLIENT INFORMATION ON THE REVERSE SIDE OF THIS FO	RM HAS BEEN MET; AND AUTHORIZES TO PAY OUR
EMPLOYEE AND BILL YOUR COMPANY FOR THE HOURS NOTED.	

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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.

DATE

CLIENT INFORMATION

Client named on the side (hereinafter called e side hereby agrees una after called "Contractor") that RUSH Personnel

- connection with the temporary employee ("Employee") named on reverse side. Clien agrees that if Client hires Employee, prior to completing 720 continuous working hours without agreement from Contractor, Client will pay Contractor's conversion charge. substantial recruiting screening, administrative and mployee ("Employee") named marketing
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- (3) Client agrees Employee is entitled to a rest period of 10 minutes for each four hours worked or major fraction thereof. This means Employee is entitled to two 10-minute rest periods for an eight-hour shift. In addition, Employee is entitled not to work more than five hours without a meal period of at least 30 with the meal period being uninterrupted and duty-free.
- (4) Client has not and shall not in the future without prior written permission from Contractor in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than described at the time Client placed the job order.

- (8) In the event of Client's non-payment of Contractor's invoices, to be responsible for all collection expenses, including attorneys'
- (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, and immigration laws.

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- Future Assignments.

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Nº 0000000

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Bi-weekly Sun

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