

**PLEASE FOLLOW THESE DIRECTIONS IN COMPLETING YOUR TIME CARD**

1. Complete the top three boxes with your name, last four numbers of your social security number and week ending date (the Sunday at the end of the work week).
2. Fill in your start and stop times for each day, and the amount of time taken for lunch. Total the times for each day.
3. Calculate the total hours worked for the week. Hours in excess of 40 equals overtime. (If you are asked to work overtime, please call Pro-Tem Service for authorization).
4. Indicate whether the assignment is continuing or not.
5. Complete the instructions for paycheck distribution. (If no instructions are indicated, the paycheck will be mailed.) To help minimize errors, please do not call to change instructions from those marked on the time card.
6. Sign the time card.
7. Have an authorized representative of the client company sign your time card, and give the pink copy of the time card to that person.
8. **TURN IN YOUR TIME CARD IMMEDIATELY TO PRO-TEM SERVICE!** Your time must be in by 10:00 a.m. Monday in order to make the payroll processing deadline. You may fax your time card to 602-955-0604 or email to payroll@proplacement.com. If you are mailing in your time card, please also call in your hours prior to 10:00 a.m. Monday at 602-955-0928. An answering machine is available if you are calling before or after business hours.
9. Please call if you have any questions! We're here to help you get paid on time!

**NOTE: Watch your payroll envelopes for special notices regarding holiday schedules, changes, or other important payroll information.**

Name	Last 4 of Social Security #	W/E Date
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3923 S McClintock Dr, Ste 408 • Tempe, AZ 85282 • (602) 955-0928

	Start	Lunch	Stop	Daily Hours	
				Reg.	O/T
M					
O					
N					
T					
U					
E					
W					
E					
D					
T					
H					
U					
F					
R					
I					
S					
A					
T					
S					
U					
N					
	Weekly Total			Reg.	O/T

ASSIGNMENT CONTINUING  YES  NO

PAYCHECK INSTRUCTIONS:  
 PICK UP  MAIL  DIRECT DEPOSIT

IF MAILING:  
 NEW ADDRESS  ADDRESS ON FILE

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

NEW PHONE  \_\_\_\_\_

(Note: if no instructions are indicated, your check will be mailed. No changes can be made in instructions from those on the time card.)

\_\_\_\_\_  
 Employee Signature

Equal Opportunity Employer

We understand that Pro-Tem Service has expenses in providing its services (advertising, testing, screening, etc.) and we therefore agree that should the employee named on this time card be placed on the payroll of our firm or of its affiliates, we will pay Pro-Tem Service a cash settlement consistent with those rates set by Pro-Tem Service. Such rates are set forth in the schedule below this contract and are incorporated herein by this reference. Pro-Tem Service employees are not allowed to handle cash, credit cards, or other negotiables, nor be given keys, company property or other valuables, confidential or trade secret information or be left unattended or without appropriate supervision. We also understand that Pro-Tem Service shall not be liable for any acts of its temporary employee(s) that are outside the course and scope of their employment or which are contrary to the service agreement which includes the provisions contained herein. The customer agrees to pay all claims, defenses, and costs arising from non-observance of this section.

It is certified that the hours stated hereon are correct.  
 I have read the liquidated damage clause stated hereon.

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

Please return signed time card to payroll@proplacement.com or fax to (602) 955-0604.

**SCHEDULE OF FEES**

Should a client company wish to transfer a Pro-Tem employee to its own payroll or the payroll of an affiliate, the following schedule of fees would apply.

<u>CONDITION</u>	<u>FEE</u>	<u>GUARANTEE</u>
Pro-Tem employee has completed at least 720 hours on assignment at client's company	No Fee	None
Pro-Tem employee has completed at least 480 hours but less than 720 hours on assignment at client's company	\$3000	None
Pro-Tem employee has completed at least 160 hours but less than 480 hours on assignment at client's company	\$4000	None
Pro-Tem employee has completed less than 160 hours on assignment at client's company	25% of the starting annual compensation	As stated below

**BILLING:** Invoice will be rendered on date employee begins work.

**TERMS:** Net upon receipt of invoice.

**REFUND POLICY GUARANTEE:**

If employee terminates or is terminated at any time within the first five (5) weeks of employment, a full refund of the service charge will be made.  
 If employee terminates or is terminated at any time within six (6) weeks to ten (10) weeks of employment, a refund of one-half of the service charge will be made.  
 Our refund policy guarantee is contingent upon the service charge being paid in full within 15 days of the start date.

**Should litigation be required to enforce any of the terms of this fee agreement, the prevailing party shall be entitled to recover its court cost and attorney's fee incurred.**

Your total hours worked must be in by **10:00a.m. Monday** in order to make the payroll processing deadline.

If you are mailing in your time card, please also call in your hours prior to 10:00 a.m. Monday at (602) 955-0928. Voice mail is available to you after hours, including weekends.

You may drop off your time card at our office 24 hours a day every day.

If you are dropping off your time card before Monday, you do not need to call in your hours.

You may fax your signed time card to (602) 955-0604 or email it to payroll@proplacement.com.

Checks to be DIRECT DEPOSITED must have your signed time card in to our payroll department by Monday at 12:00pm. If we do not receive your time card by the indicated time, we will process a paper check for your time worked that week.

Checks to be MAILED will be sent out Tuesday afternoon. Please allow up to seven (7) days for delivery. (Pro-Tem Service cannot guarantee or control mail service.)

Checks to be PICKED UP will be available in our Tempe office Tuesdays, after 3:00 p.m.

Please remember that no check can be released until Pro-Tem Service has received a signed, dated and completed time card.