



## EMPLOYEE TIME CARD

Employee responsibilities:

1. Complete this time card in its **entirety**.
2. Make sure that the time card has been signed and dated by both you and your supervisor.
3. Make sure you use a separate time card for each assignment worked during the week.
4. Make sure that the time card is submitted no later than **NOON** on the following **Monday**.
5. Fax time card 255-0033
6. Any questions, please call DE at (386) 253-3333

Full Name (LAST, FIRST, MI)			Social Security Number			Name of Client Company			
Job Order #		Are you returning to Client Company? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?				Street Address of Client Company			
Are you available for work? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why?						City		State	Zip
DAY	DATE	TIME IN	TIME OUT	LUNCH	No. of Hours Worked	<b>Client Portion</b> <b>(Authorized Representative Must Complete This Section)</b>			
Mon						Unless otherwise approved by a Daytona Employment representative, Client Company agrees to the following: Everything over 40 hrs/week will be deemed overtime and billed at time and one half. Minimum assignment length – 4 hours. Acceptance of further terms and conditions as listed on the reverse side of client copy of the contract. Client Company will be billed for the hours listed on this time sheet. <b>Make no payment directly to the Daytona Employment Employee.</b> Daytona Employment employee cannot be recalled for temporary and/or permanent employment without prior approval from a Daytona Employment representative. Service Fees Apply (See reverse side of Client Copy). By signing below Client company agrees to not hire Daytona Employment employee within one (1) year of assignment. Doing so will result in an automatic fine of \$2,000.00 payable immediately. <b>I CERTIFY THAT THE DAYTONA EMPLOYMENT EMPLOYEE NAMED ABOVE HAS WORKED THE HOURS LISTED ON THIS TIME SHEET AND AUTHORIZE DAYTONA EMPLOYMENT TO INVOICE MY FIRM AT THE HOURLY RATE AGREED UPON. I AGREE TO THE TERMS ABOVE AND ON THE REVERSE SIDE OF THE CLIENT COPY.</b>			
Tues									
Wed									
Thurs									
Fri									
Sat									
Sun									
Employee Signature _____ Date _____  Week Ending: ____/____/____					TOTAL HOURS	CLIENT SIGNATURE _____			

At times situations arise when Daytona Employment (referred to herein as DE) temporary employees are considered for Direct Hire employment by one of our Clients. In such cases, we require Client to contact us to discuss the opportunity. If our employee is interested in the employment opportunity with Client company, Client company must choose one of these two options: Option One: We retain the employee on our payroll for a total of 520 consecutive working hours. After that time period, if all parties involved are in agreement, our employee is transferred to Client company's payroll at no additional charge. Option Two: Client company shall pay a service fee equal to 520 consecutive working hours, with a credit given for the employee's consecutive working hours at Client company accrued at the time the election for Direct Hire employment occurs.

Client shall not authorize or cause Daytona Employment employees to operate machinery, automobiles, trucks or other automotive equipment without first obtaining written consent from DE. It is acknowledged, understood and agreed that insurance furnished by DE does not cover physical loss or damage caused by the operator of Client's equipment, vehicles, automobiles, or trucks by DE employees. It is further agreed that Client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims while a DE employee is operating the Client's vehicle, whether rented or owned.

Client shall not entrust DE employees with unattended premises or any part thereof, handling cash, negotiables, jewelry or any valuables of any kind without first obtaining written permission from DE and then only when a DE employee's specific duties necessitate such activity, and unless assigned specifically for the aforementioned purposes by DE. Client shall not advance cash or other valuable to DE employees for any reason and the Client waives any and all rights to offset the amount of such cash or valuables against any money owed to DE.

Client acknowledges his/her understanding the DE invoices are for labor and agrees to pay such invoices upon receipt. A finance charge of 1 1/2% per month (18% annually) will be charged to all invoices which remain unpaid for 30 days. Attorney fees added if referral is necessary for collection. Pretrial, at trial, on appeal, and all proceedings after judgment. Payment is not deemed made until received at address printed on front.