



TEMPORARY EMPLOYEE TIME CARD  
**\*\*\*DUE EVERY MONDAY BY 10:00\*\*\***  
 MAY BE FAXED TO (907)452-7585

**Temp Name:**

**Company:**

**Week Ending Date:**

	MON	TUE	WED	THUR	FRI	SAT	SUN	
Time In								
Time Out								
Time In								
Time Out								<b>TOTAL</b>
Total Regular Hours								
Total Overtime Hours								

\_\_\_\_\_  
 Temporary Employee's Signature

**IT IS VERY IMPORTANT THAT YOUR TIME CARD IS ACCURATE, INCLUDING WHEN YOU ARE OUT FOR LUNCH. ALL TIME CARDS MUST HAVE A SUPERVISORS SIGNATURE!!**

1. The above regular and overtime hours are correct and the work performed is satisfactory.
2. I understand that my company will not hire directly or indirectly an employee of Personnel Plus, Inc. during this assignment or within a period of 6 months from the day of this assignment without the prior written approval of Personnel Plus, Inc. A service charge will be imposed in the event of a Personnel Plus temporary employee is hired by our company.
3. Personnel Plus employee will not be entrusted with unattended premises, cash handling, other valuables or motor vehicles without prior permission from Personnel Plus, Inc. Failure to comply with these conditions will be at the responsibility of the customer.
4. If you have any questions, please contact Personnel Plus immediately.

**LATE TIME CARDS OR TIME CARDS TURNED IN WITHOUT A SUPERVISOR'S SIGNATURE WILL RESULT IN A LATE PAYCHECK!**

\_\_\_\_\_  
 Supervisor's Signature

3437 Airport Way, Suite 203B, Fairbanks, AK 99709  
 Phone: (907) 452-7587 Fax : (907) 452-7585