



A Division Of



VNH Staffing
Employment Solutions

TIME CARD

Last Name	Company Name	Week Ending Sunday: ___/___/___
First Name	Department	Returning: Yes No
SS #	Supervisor's Name	Mail Check Pick Up Check
Time Cards must be received in our office by end of day Friday or Monday by Noon, if you are working over the weekend. Fax (310) 284-3940		

Record time to nearest ¼ hour

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Time In							
Lunch Out							
Lunch In							
Time Out							
Total Straight Time							
Total Overtime							
Weekly Ttl Time		Total OT		Total DT			

EMPLOYEE AGREEMENT: This Time Card serves as a contract between AD Personnel, a division of VNH Staffing USA and its employees. No paycheck can be issued without a Time Card signed by both client and employee. All overtime must be approved by client prior to working. By signing this Time Card, employee agrees that all hours worked are true and correct. Should an offer of full time or part time employment be made directly by the client, employee is required to contact AD Personnel, a division of VNH Staffing USA, Inc. prior to accepting such offer.

CLIENT AGREEMENT: Temporary staff assigned to the client are employees of AD Personnel, a division of VNH Staffing USA, Inc. and may not be hired by client for a period of one year from their last day of assignment. Should a client wish to hire an AD Personnel temporary staff member on a full time basis or refer our employee to another company or entity, AD Personnel, a division of VNH Staffing USA, Inc., is entitled to be compensated based on our agreement for full time placement services, as AD Personnel, a division of VNH Staffing USA, Inc. incurs considerable effort and expenses in recruiting, advertising and retaining its temporary employees. All time will be billed for the hours listed on this Time Card. All hours will be calculated to the nearest ¼ hour. Overtime hours will be billed at the applicable rate. Daily interest equal to one and one half percent (1.5%) per month (18% per annum) will be owed on unpaid balances over thirty (30) calendar days past due.

Employee Signature:

Supervisor Signature:
