

**Fax timecard to (419) 865-9701 or e-mail to [payroll@supplemental.com](mailto:payroll@supplemental.com)**

YOUR NAME (PLEASE PRINT)										WEEK ENDING SUNDAY					
SOC. SEC. NUMBER															
	MON DATE		TUES DATE		WED DATE		THURS DATE		FRI DATE		SAT DATE		SUN DATE		
	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN	HR	MIN	
TIME IN															
TIME OUT															
TOTAL HOURS															
LESS LUNCH															
TOTAL STRAIGHT TIME															
TOTAL OVERTIME															

**Supplemental  
Staffing/Imperial**  
Employment Services

We thank you for your  
business

STRAIGHT TIME	
HOURS	MINUTES
OVERTIME	
HOURS	MINUTES

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
CUSTOMER SIGNATURE

We certify that the total hours shown here are true, and correct and this signature is authorization to invoice named company for these hours.

I certify that I worked the hours shown on this card on the days indicated and that this card has been certified by a person that I believe is an authorized representative of the Client. I will contact Supplemental/Imperial Staffing after the completing this assignment and I understand that if I do not do so Supplemental/Imperial will assume that I am unavailable for work.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

**FOR ADDITIONAL IMPORTANT TERMS AND AGREEMENTS, PLEASE READ THE BACK OF THIS TIME CARD.**

**TERMS:**

- Client includes all subsidiaries, affiliates, partners, conventurers, and subcontractors and follows the assets of the company if they are transferred from the company named as the Client of this firm.
- Client will not entrust Supplemental/Imperial's employees with unattended premises, cash, negotiables or other valuables without Supplemental/Imperial's written permission.
- Supplemental/Imperial is not responsible for any claim made under its insurances unless the Client reports it in writing to Supplemental/Imperial within 30 days after the occurrence.
- Client will indemnify Supplemental/Imperial and hold it harmless from all claims and costs arising under any occupational safety or health law with respect to Supplemental/Imperial employees assigned to client.
- All Supplemental/Imperial's employees are required to work a number of hours before they may be hired or our client will agree to pay a liquidated damage charge. Ask your service or sales rep for further clarification.
- Client understands that the temporary employees named on the Group Time Sheet, are direct employees of Supplemental Staffing/Imperial and represents a substantial investment. If the employee is hired in any capacity to work in or for client within four (4) months of the last day of assignment worked at client through Supplemental Staffing/Imperial, the client agrees to pay Supplemental Staffing/Imperial a liquidated damage charge equal to 1% per \$1,000 of the annualized compensation to be received by the employee.
- The client warrants they are complying with all requirements of Federal and State OSHA Rules as well as any other legislated rules that may affect Supplemental Staffing/Imperial's employee in utilizing the service of this employee.

**Toledo, OH office:**  
5333 Southwyck Blvd.  
Toledo, Ohio 43614

**Bowling Green, OH office:**  
1616 Wooster Street #7  
Bowling Green, Ohio 43402

**Brownstown, MI office:**  
18412 Telegraph Road  
Brownstown, Michigan 48174

**Payroll office:**  
5333 Southwyck Blvd.  
Toledo, Ohio 43614

(419) 866-TEMP (8367)  
(419) 865-9701 fax  
(866) 894-8567 Answering Svc

(419) 353-TEMP (8367)  
(419) 353-9701 fax  
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(734) 374-TEMP (8367)  
(734) 374-8368 fax  
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