

E-mail timecard to payroll@supplemental.com or fax to (419) 865-9701

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 #37
Bowling Green, Ohio 43402

Brownstown, MI office:
18412 Telegraph Rd Ste B
Taylor, Michigan 48174

Payroll office:
5333 Southwyck Blvd.
Toledo, Ohio 43614

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(866) 894-8567 Answering Svc

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