

EXCEL PERSONNEL SERVICES

109 N. "H" ST., LOMPOC, CA 93436 • 805-735-6723

906 S. BROADWAY, STE. E, SANTA MARIA, CA 93454 • 805-348-3895

290 VALLEY STATION DR., STE. 102, BUELLTON, CA 93427 • 805-693-4121

FAX TIMECARDS TO 805-735-8427

INSTRUCTIONS FOR FILLING OUT TIME SLIP
 1-Use a separate time sheet for each assignment and for each week's work.
 2-Leave copy with client.
 3-Submit timecards no later than Mondays at 10 a.m. for payroll processing.
 4-Be sure to contact our office after each assignment.

DAY	DATE	TIME IN	TIME OUT	LUNCH OUT/IN	TOTAL HOURS
MONDAY				/	
TUESDAY				/	
WEDNESDAY				/	
THURSDAY				/	
FRIDAY				/	
SATURDAY				/	
SUNDAY				/	
CLIENT NOTE				TOTAL HOURS (IN WORDS)	TOTAL HOURS

COMPANY NAME (PLEASE PRINT)			
ADDRESS		CITY	
EMPLOYEE JOB TITLE	DEPT.	REPORT TO	WEEK ENDING
EMPLOYEE NOTE: I hereby certify that the hours shown were worked by me during the week ending shown above, and were properly certified by an authorized representative of the company named below. I understand I am to contact the office after completing the Assignment to determine if there is other work available for me. I agree that if I do not contact the office upon completion of an assignment they can assume I am not available. All unsigned time sheets are to be returned to employee without a check. Any alterations will void this time slip. Make out new time slip if you make an error.			
EMPLOYEE NAME (PLEASE PRINT)		EMPLOYEE SIGNATURE	
		X	
Employee certifies no accident or injury was sustained while working on the assignment unless so noted in the comment section.			
COMMENTS:			
EMPLOYEE SIGNATURE			
X			
HOLD CHECK AT MARKED OFFICE:		ARE YOU RETURNING TO THIS ASSIGNMENT? YES <input type="checkbox"/>	
<input type="checkbox"/> LOMPOC <input type="checkbox"/> SANTA MARIA <input type="checkbox"/> BUELLTON		<input type="checkbox"/> MAIL CHECK <input type="checkbox"/> DIRECT DEPOSIT NO <input type="checkbox"/>	
CLIENT SIGNATURE OF ACCEPTANCE		PRINT NAME	
X			
CLIENT NOTE: Execution of this form by the client constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner and agreement by the Client to the TERMS and CONDITIONS printed on the reverse side of this form. PLEASE DO NOT ADVANCE MONIES TO EMPLOYEES.			

PLEASE PRESS FIRMLY

EMPLOYEE COPY

The client representative that signs this time sheet on the reverse side hereof (signatory), hereby:

1. Certifies that signatory is a duly authorized agent, acting on behalf of the client company.
2. Agrees to be billed for the hours shown on the front side of this time sheet. Overtime will be billed at one-and-one-half times the straight time billing rate, and double-time where applicable. In the event of client's non-payment of Excel's invoices when due, client shall be responsible for and pay all collection and/or litigation costs incurred by Excel including reasonable attorney's fees.
3. Agrees to provide any general or specific safety training necessary to perform the assignment requested of Excel employee and information regarding exposure to hazardous substances, and to insure that Excel's employee use any protective equipment necessary to perform the assignment safely.
4. Agrees that no employee of Excel shall render a final opinion or sign off on a project. Client also agrees not to place employee in a job of authority.
5. Agrees that they shall not permit employee to use any vehicle, regardless of ownership, in connection with the performance of services for client, unless Excel has given prior approval in writing.
6. Agrees to provide meal and rest breaks as required by law. A meal break must be provided of at least one-half hour for every work period of more than five hours. If six hours completes the day's work, the employee may voluntarily choose not to take the meal break. If a required meal break is not taken by employee, client will be billed one additional hour for each workday a meal break is not provided. Rest breaks at the rate of not less than 10 consecutive minutes for each four hours worked shall be provided to employee.
7. Agrees that client shall not employ our employee without our written approval. If client employs such person within six (6) months of last day such person worked for client, then client shall pay 15% of the employee's annual salary to Excel.
8. Agrees that our invoices are for labor and therefore agrees to pay such invoices within five (5) days of receipt, invoices paid after such date shall bear interest at 1.5% per month until paid (18% Per Annum), but not more than the highest legal rate of interest.
9. Client shall not advance cash or other valuables to our employees for any reason and client specifically waives any right to offset the value of such cash or valuables advanced or any other claim for loss or damage against any money owed to us.