Career Connections

35 Elliott Street
Athens, OH 45701
Phone: 740-594-4941
FAX: 740-592-6289

TIME SLIP

Please print this time slip and fill it out by writing clearly and completely. Both you and your supervisor need to sign in the appropriate places at the bottom of the time slip. Please provide your supervisor with a copy of the signed time slip and retain one for your own records. You may fax, mail or deliver the completed time slip to Career Connections using the fax number/address listed above, and we need to receive it by no later than Tuesday 1:00 p.m. following the week worked. If you fax it, we recommend you call us to verify our receipt. Delayed or unverified time slips may result in delayed pay checks. If you prefer a multi-copy time slip, they are available at the office.

Company name		Your name			
Supervisor's name		Week ending date (Sunday)	MONTH	DAY	YEAR

Date (mo/day)																								

	Monday hours : minutes				Tuesday hours : minutes				Wednesday hours : minutes				Thursday hours : minutes				Friday hours : minutes				Saturday hours : minutes				Sunday hours : minutes			
Time in																												
Time out																												
Less lunch																												
Daily totals																												

I hereby certify that I am authorized to sign this time slip, the total hours listed are correct as stated and that the work was performed in a satisfactory manner. I further certify that I have read, understand, and agree to the terms and conditions printed below.	*I hereby certify that the hours shown were worked by me during the week ending shown above and were certified by an authorized representative of the company named above. I further certify that I have read, understand and agree to the employee policies printed below.*
Client signature	Employee signature

Has this assignment ended?

☐ Yes

☐ No

If yes, date you are next available to work?

____/____/____

Totals

(Round to the nearest 1/4 hour.)

Regular time	
Over time	
Double time	
Holiday hours (office use)	

CLIENT INFORMATION–TERMS & CONDITIONS

Client shall not employ our Employee in any capacity without written approval. If Client employs such person within six (6) months of the last day such person worked for Client as a Career Connections' employee, then Client shall pay liquidated damages at the rate of 10% of the total annual salary of said Employee.

Our insurance does not cover loss or damage caused by the operation of Client's equipment, vehicles, automobiles or trucks by our Employees. Client shall accept full responsibility for injury or damage to persons or property resulting from Employee's operation of the Client's owned or rented equipment or vehicles. Client shall not entrust our Employees with unattended premises, cash, negotiables, jewelry, or any other valuable items, without our prior written permission. Under no circumstances will we be responsible for claims made under our fidelity bond unless such claims are reported in writing to us by Client within thirty (30) days after the occurrence. Client shall not advance cash or other valuables to our Employee 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.

Client acknowledges that we have a four-hour-per-employee-per-day minimum requirement. Exceptions to this minimum can be made only with express permission from an authorized representative of Career Connections.

Client acknowledges that our invoices are for labor and therefore agrees to pay such invoices within ten (10) days of receipt. Invoices paid after such date shall bear interest at 1½% per month until paid (18% per annum), but not more than the highest legal rate of interest. If Client's account is placed in the hands of an attorney for collection, the Client shall pay attorney's fees equal to 15% of the unpaid invoice amounts to cover our costs of collection.

EMPLOYEE INFORMATION–POLICIES

YOU ARE RESPONSIBLE for completing and submitting your time slip. The deadline for submitting your completed time slip is 1:00 p.m. on the Tuesday following the week worked. This is a *requirement*, not an option. Late time slips will not be paid until the following week. Submitting a late time slip with any frequency can be considered grounds for dismissal. Time slips submitted 30 days after their due date will not be processed. All unsigned time sheets will be returned to you without a check.

Recording your time: Report all time to the nearest 1/4 hour. Do not show odd minutes. Complete all information including dates, times in and out, and lunches.

Lunch/breaks: Your lunch and break periods, if any, will be determined by the supervisor to whom you are assigned. Be sure to record all unpaid breaks on your time slip.

Overtime: All authorized work you perform in excess of 40 hours per week (Monday-Sunday) will be paid at time-and-one-half the regular rate. You are permitted to work overtime ONLY if the client requests and approves such work. Approval must be obtained from us by the client before overtime can be authorized.

Attendance: When you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call us. We will notify the client for you.

Availability: Be sure to let us know when your assignment is ending. Do not assume we have been made aware by the client. Failure to notify us that you are available for more work constitutes a refusal of a job offer for purposes of unemployment compensation eligibility.