



Please submit your timecard to: **rockfordpayroll@furststaff.com**  
 (add **Timecard** on the subject line)  
 or fax to: **815.229.7832.**

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ LAST 4 OF SOC. SEC. #: \_\_\_\_\_

COMPANY: \_\_\_\_\_ WEEKENDING DATE: \_\_\_\_\_

PLEASE **PRINT** NEATLY TO AVOID ANY DELAYS IN PAYMENT.

	DATE	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL PAID HOURS
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

**PAY HOURS**

Regular

Overtime

**TOTAL HOURS FOR WEEK (to nearest 1/10 hr)**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

**Employees:** By submitting a time slip electronically you are certifying that you have worked the hours listed and have sustained no injuries.

**Clients:** By submitting the time slip electronically you are certifying that the above employee has worked the hours listed on this time slip and you have read and accepted the terms below.

**Please note any feedback comments here:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Terms:** The individual signing this time sheet certifies that the hours are correct and that the work was satisfactorily performed. Signing a timecard indicates client will pay for the services rendered by Furst and accepts all terms outlined in service agreement.

It is understood that insurance coverage of Furst does not cover liability for property damage to customer's equipment, machinery, materials or automobiles in the care, custody or control of Furst, its agents, or employees unless a prior written agreement is procured from Furst. The customer accepts full responsibility for claims involving injury or damage while Furst's employee is operating such vehicles or machinery.

Customer agrees to refrain from entrusting Furst field staff with care, custody or control of cash, negotiables, or other valuable property. Full responsibility is accepted by customer as a result of failure to comply with this request.

As a supplier of temporary help, Furst generate its revenues through services rendered through the efforts of its employees to its customers. Furst has a substantial investment in these employees. If the customer desires to hire our employee on any basis other than through Furst within twelve months of the week ending date on this time card, a settlement is in order. Details of the choice between a cash settlement or a term agreement are available from the Furst office.

Payment of invoices is due upon receipt or as otherwise agreed. Delinquent accounts may be subject to late charges of 1.5% on the unpaid balance per month.