

**FAITH CASLER TEMPORARIES** FAX: (508) 655-9863

EMPLOYEE NAME		WEEK ENDING DATE (SUN)		
		MONTH	DAY	YEAR
COMPANY NAME		DEPARTMENT		

HOURS TO NEAREST 1/4 HOUR (.25, .50, .75)					
DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	DAILY TOTAL
MON					.
TUE					.
WED					.
THU					.
FRI					.
SAT					.
SUN					.
TOTAL HOURS					.

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 at the bottom hereof. I understand that it is my responsibility to contact the office on completion of each assignment, and that if I elect not to do so, I am not available for work.

**X**

EMPLOYEE SIGNATURE

ASSIGNMENT STATUS:  Continuing  Completed  Available

CLIENT AUTHORIZATION	
NAME (PRINT)	PHONE
CONFIRM TOTAL HOURS TO NEAREST 1/4 HOUR (.25, .50, .75)	➔
	.
<p>I hereby certify that the regular and overtime hours stated above were worked and agree to pay Faith Casler Associates the established rate for those services. I have also read, understand and accept the agreement as stated on the back page of this time sheet.</p>	
<p><b>X</b></p> <p>AUTHORIZED SIGNATURE</p>	

**EMPLOYEE INFORMATION**

- You will be given the job duties requested for each assignment. Notify FCA if the job duties differ substantially from the ones you were given by us.
- We must receive your timecard each week in order to process your payment. Complete your timecard neatly and accurately:
  - FCA's workweek is Monday through Sunday. Record Sunday's date as week ending date.
  - Record each day's hours rounded off to the nearest 1/4 hour (.25, .50, .75) Deduct time taken for lunch.
  - Sign your timecard.
  - Check off your assignment status.
  - Have an authorized representative of the client sign your timecard, verifying the hours you have worked.
- The length of your temporary assignment is not guaranteed. Notify FCA at the end of each assignment to let us know if you are available for other assignments.
- You may not operate or drive any motorized vehicle or operate any machinery (except office machinery); you may not travel on behalf of the client; you may not handle cash, securities or other valuables without FCA's prior written consent.

**CLIENT INFORMATION**

- FCA reserves the right to charge you a fee according to the permanent placement fee schedule should you hire this individual for any position within one year after completion of assignment.
- FCA will bill you for the authorized hours on this timesheet. Any hours over 40 hours per week (Monday through Sunday) will be billed at time-and-a-half.
- FCA assigns temporary employees based on the particular job description given by you, and rates are quoted accordingly. In the event job duties are changed substantially, the bill rate may also be changed.
- FCA temporary employees may not operate or drive any motorized vehicle or operate any machinery (except office machinery); they may not travel on behalf of your company; may not handle cash, securities or other valuables without FCA's prior written consent.
- FCA requires a four-hour minimum for each assignment.

**Faith Casler Associates, Inc.**  
**8-E Pleasant Street**  
**South Natick, MA 01760**