



**Please print out the timecard, complete it and sign it.  
 Your supervisor must also sign the timecard in order for you to be paid.  
 When timecard is complete, including signatures, email to: [accent@accenthiringgroup.com](mailto:accent@accenthiringgroup.com)**

**UNLESS OTHERWISE NOTIFIED, TIMECARDS ARE DUE IN ACCENT' OFFICE  
 BY 5:00 PM EACH MONDAY FOLLOWING THE SUNDAY WEEK ENDING DATE.**

<b>COMPANY NAME</b>		<b>WEEK ENDING SUNDAYS DATE</b>		ACCENT' Hiring Group		Phone: (602) 955-2222			
<b>ADDRESS</b>				7150 E. Camelback Rd., Ste. 444, Scottsdale, Arizona 85251		Scan to: <a href="mailto:accent@accenthiringgroup.com">accent@accenthiringgroup.com</a>			
				<b>HOURS TO NEAREST QUARTER HOUR</b>					
		<b>DAY</b>	<b>DATE</b>	<b>START TIME</b>	<b>FINISH TIME</b>	<b>(LUNCH)</b>	<b>REG. HOURS</b>	<b>OVERTIME HOURS</b>	
<b>TO BE PAID YOU MUST INCLUDE THE LAST 4 DIGITS OF YOUR SOCIAL SECURITY NUMBER.</b>	<b>SOCIAL SECURITY NO.</b>			MON					
				TUE					
	<b>EMPLOYEE NAME</b>			WED					
				THU					
<b>EMPLOYEE: I CERTIFY THAT THE HOURS SHOWN HEREON REPRESENT THE TOTAL HOURS WORKED THIS WEEK BY ME, AND WERE PROPERLY VERIFIED BY THE CLIENT.</b>	<b>EMPLOYEE SIGNATURE</b>			FRI					
				SAT					
<b>CLIENT: YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS ON FRONT AND REVERSE SIDE HEREOF AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK WAS COMPLETED SATISFACTORILY.</b>				SUN					
<b>AUTHORIZED CLIENT SIGNATURE</b>		<b>TITLE</b>		<b>CLIENT</b>		<b>REGULAR</b>		<b>OVERTIME</b>	
X				WRITE TOTAL HOURS WORKED HERE		HOURS	MIN	HOURS	MIN
<b>CLIENT NAME (PLEASE PRINT)</b>		<b>TOTAL HOURS TO NEAREST QUARTER HOUR</b> MINIMUM FOUR (4) HOURS PER EMPLOYEE PER DAY				<b>TOTAL HOURS</b>			

**EMPLOYEE INFORMATION**

**NEVER CALL OUR CLIENT, 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.**

**RECORDING YOUR TIME, REPORT ALL TIME TO THE NEAREST ¼ HOUR. DO NOT SHOW ODD MINUTES. ROUND MINUTES TO THE NEAREST QUARTER HOUR - 15 MINUTES EQUALS .25; 30 MINUTES EQUALS .50; 45 MINUTES EQUALS .75**

**LUNCH, YOUR LUNCH PERIOD WILL BE DETERMINED BY THE SUPERVISOR TO WHOM YOU ARE ASSIGNED. IF YOU WORK A FULL DAY, THE LAW REQUIRES YOU TAKE A MINIMUM OF ONE HALF (1/2) HOUR FOR LUNCH.**

**ABSENCE - CALL US AT ONCE - WE WILL CONTACT THE CLIENT. IF YOU WILL BE OUT FOR A NUMBER OF DAYS. IT WILL BE UP TO THE CLIENT TO DECIDE ON REPLACING YOU OR AWAITING YOUR RETURN.**

**OVERTIME, ALL AUTHORIZED WORK YOU PERFORM IN EXCESS OF 40 HOURS PER WEEK (MON. - SUN.) WILL BE 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.**

**FUTURE ASSIGNMENTS, IF YOU DO NOT CONTACT US AFTER EACH ASSIGNMENT, WE WILL ASSUME YOU ARE NOT AVAILABLE FOR WORK.**

**CLIENT INFORMATION, ADDITIONAL TERMS AND CONDITIONS**

Being duly authorized on behalf of the above Client, (1) the undersigned hereby acknowledges that the temporary personnel service named above hereof incurs substantial recruitment, screening, administrative and marketing expenses in connection with the temporary employee named on the reverse side, and Client agrees that if the Client should hire the employee named on the above timecard within 180 days after this date, without agreement from The Service the Client will pay Liquidated Damages (fee schedule available from The Service upon request); (2) client certifies that the above hours are correct and that the work was performed in a satisfactory manner; (3) Client confirms prior agreement between The Service and Client with respect to the services performed hereunder and any future services; (a) Client shall not entrust The Service's employees with unattended premises, cash, negotiables, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from The Service in each instance; (b) The Service's insurance does not cover loss or damage caused by The Service's employee's operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of an employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph (3)(a) above; (c) The Service is not responsible for claims made under its fidelity bond unless such claims are reported to it in writing by Client within 30 days after occurrence; (d) Client shall indemnify and save The Service harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by client and to which The Service's employees are assigned. The Client recognizes The Service's employer relationship with its personnel, and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with The Service. ACCENT, as a legal employer for this temporary, is responsible for all payroll and statutory taxes. The Service carries appropriate business insurance. For more information, please contact an ACCENT representative.