



TIMECARD

Work Location: _____
Employee Name: _____
Social Security: _____ - ____ - ____

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Employee Time Card Instructions
	Hr. Min.	Hr. Min.	Hr. Min.	Hr. Min.	Hr. Min.	Hr. Min.	Hr. Min.	
Time In								1. Each Client AND Department Gets Their OWN Time-Card
Break/Lunch								2. Document Time IN/OUT... Subtract Break(s) from Hours Worked
Time Out								3. Have Supervisor INITIAL Work Hours At Completion of Each Shift
Total Hours								4. Have Supervisor SIGN Time Card At End of Assignment Or Weekly
Supervisor's Initials								5. Fax Completed and Signed Time Cards(s) To 602-955-1888
								6. Call 602-955-1800 To Confirm Your Time Card's Successful Arrival
								7. Time-Card(s) Are Due Each MONDAY... It Is YOUR Responsibility
								Total Hours
								Week Ending Sunday's Date

AGREEMENT: This Time Card is "A CONTRACT" between "Client" and Harris Enterprises, LLC db/a Hospitality Staffing Solutions (Hospitality Staffing). Client authorizes Hospitality Staffing to compensate the above named employee for these recorded work hours and agrees to pay Hospitality Staffing the agreed upon bill rate for these recorded work hours upon receipt of the Hospitality Staffing invoice. Client further agrees: 1.) Not to hire away, or cause to be hired away, the above named employee for a period of one year after completion of this or any future assignment. 2.) In the event Client does hire the above named employee, Client agrees to compensate Hospitality Staffing a "Finder's Fee" equivalent to 100x the starting hourly pay rate or \$725.00, whichever is greater. 3.) Client understands that they may hire the above named employee without paying the Fee ONLY through the Hospitality Staffing Temp-to-Perm Hiring Program. The "Program" requires the above named employee to complete 400 work hours as a temporary staff member for Client. Upon the successful completion of 400 hours, all fees for hiring the above named employee will be considered paid in full. 4.) Hospitality Staffing is not responsible for Client's equipment failure or damages caused by a Hospitality Staffing employee while working under Client's supervision. Further, Hospitality Staffing employees are not authorized to handle cash or operate motor vehicles; any such use of a Hospitality Staffing employee is done at Client's own risk. Client also understands that unpaid account balances over sixty day's aged will be placed into collection. All legal and court costs associated with such action will be borne by Client.

Supervisor's Signature: _____ **Department:** _____ **Date:** _____

Harris Enterprises, LLC / DBA Hospitality Staffing
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