



Email to: timecards@actionemployment.net

Fax to: (503) 241-8772 by 9:15AM Monday

PLEASE NOTE: Unless you have arranged to have your paycheck directly deposited or personally picked up on Friday, your check will be mailed to the most recent address you have provided for us.

COMPANY NAME:	WEEK ENDING SUNDAY:
EMPLOYEE NAME:	
OFFICE USE ONLY:	OFFICE USE ONLY:
I hereby certify that the hours shown were worked by me during the week ending shown above and were properly verified by an authorized representative of the named company at the bottom hereof. I understand I am to contact the Action Employment Services, Inc. office after completing the assignment to determine if there is other work available for me. I agree that if I do not contact Action Employment Services upon completion of an assignment they can assume I am not available for employment. Employee certifies no accident or injury was sustained while working on the assignment unless so noted in the 'comments' section.	
COMMENTS:	
EMPLOYEE SIGNATURE:	

Unsigned time cards will be returned without a paycheck. Alterations will void the time card.

DAY	DATE	STARTED	FINISHED	LESS LUNCH	HOURS WORKED
MON					
TUE					
WED					
THUR					
FRI					
SAT					
SUN					

It is agreed that the above named employee will not be taken into the permanent employment by the so named client company without contacting Action Employment Services, Inc. to establish fair compensation for losses incurred in the advertising, screening, testing, interviewing, and assigning of said employee referred to as 'liquidated damages' or conversion policy.

It is hereby certified by the client company that the above hours are correct and that work was performed by the above named person in a satisfactory manner. We agree to be bound by the terms and conditions printed on the opposite side.

AUTHORIZED SIGNATURE (CLIENT): X	TOTAL HOURS:
PLEASE PRINT NAME (CLIENT):	DATE:

Client hereby confirms its agreement with Action Employment Services, Inc. to the following terms and conditions of services to be rendered by Action Employment Services, Inc. to CLIENT now or in the future.

1) CLIENT understands Action Employment Services, Inc.'s employees are assigned to CLIENT to render temporary service and absent to the contrary are not assigned to become employed by CLIENT. CLIENT acknowledges the considerable expense incurred by Action Employment Services, Inc. to advertise, recruit, evaluate, train and ensure the quality of its employees. Accordingly, CLIENT will not, without written consent of Action Employment Services, Inc. hire an Action Employment Services, Inc. employee, interfere with the employment relationship between Action Employment Services, Inc. and its employees, or directly or indirectly cause an Action Employment Services, Inc. employee to transfer to another staffing service. CLIENT agrees that if CLIENT hires an Action Employment Services, Inc. employee before the agreed upon number of hours without a written agreement from Action Employment Services, Inc., CLIENT will pay Action Employment Services, Inc.'s standard conversion charge as of the date of this agreement.

2) CLIENT agrees not to assign Action Employment Services, Inc. employees to perform work other than that described at the time CLIENT placed the job order.

3) Action Employment Services, Inc. shall incur no liability as a consequence of CLIENT having trusted cash, negotiable securities or other items of value to any employee of Action Employment Services, Inc. except where CLIENT so acted with the prior written consent of Action Employment Services, Inc. Action Employment Services, Inc. will not be responsible for claims made under its liability, fidelity bond, or Errors & Omissions insurance policies, unless such claims are reported in writing to Action Employment Services, Inc. and to the local police by the CLIENT within fourteen (14) days after notice of loss by CLIENT. CLIENT shall not pay employees directly or advance any funds to them.

4) In the event of CLIENT's non-payment of Action Employment Services, Inc.'s invoices, CLIENT and/or representatives agree to pay in full all amounts due plus late charges not to exceed state usury laws as well as collection fees, attorney's fees, court costs, and any other cost regarding collection of debt.

5) CLIENT shall indemnify and hold Action Employment Services, Inc., its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of CLIENTS's violation of employment laws including, without limitation, OSHA, Title of Americans with Disabilities Act, Age Discrimination in Employment, EEO and immigration laws.

Timecard Deadlines/Instructions:

- The timecard deadline is **Monday at 9:15am**. If your timecard is not received prior to 9:15am, you have the following two options to receive your paycheck. 1.) You can wait until next week and this paycheck will be grouped with next week's paycheck. 2.) You may pay a fee of \$25 to have your check cut in-house and receive it as normally scheduled. The \$25 will be deducted from your paycheck automatically. A completed timecard, including all signatures is required. It is your responsibility to make sure we have received your timecard by 9:15am on Monday.
- If you fax or email in your timecard, we will send you a confirmation email to let you know that it was received.
- We mail paychecks on Thursdays unless otherwise asked in writing to hold in our office. If you would like it held, it is your responsibility to email the request to: timecards@actionemployment.net
- Please contact our Office Coordinator, if you have any other questions/concerns.

To ensure all of our employees gain the most from our efforts and have a wonderful experience using our services we ask that you read and acknowledge the following expectations:

When on assignment:

- If you are unable to make it to work or if you will be tardy you are required to call a representative at Action Employment no later than 30 minutes before your start time. This includes scheduled vacations, sickness, flat tires and all the other reasons. Failure to do so will be considered job abandonment and may result in Action not being able to represent you again.
- Please arrive 10-15 minutes early to an assignment. Make sure you have directions, dependable transportation, contact name and phone number.
- While on assignment for Action dress neatly and professionally and always keep a positive attitude at work
- Do not get involved in office gossip or office politics.
- Do not use the internet (searching the web, email, etc.) for personal use. It is recommended that you never use company email for personal reason.

Zero Tolerance Policy! We expect you to treat this position as a permanent opportunity. We want you to be happy!! If you have any problems or concerns while on assignment please call or email us. The happier you are, the happier our clients will be and the better overall experience for everyone.

I _____ acknowledge and agree to the expectations above.

Print Name

Signature