



1041 Robeson St
Fayetteville, NC 28305
(910) 323-2949

Week Ending Date _____

Employee's Full Name _____

Social Security Number _____

Company _____

Is Assignment Continuing? Yes No

I CERTIFY THAT THE HOURS SHOWN ARE CORRECT AND APPROVED BY AN AUTHORIZED SUPERVISOR.

Employee Signature _____

Client Signature _____

Important for Client: Execution of this form by the client constitutes a certification that the total hours listed are correct as stated. That the work was performed in a satisfactory manner and agreement by the client to the terms and conditions printed the reverse side of this form. Please do not advance monies to employees.

Round Total Daily Hours to the Nearest ¼ Hour									
Day	Date	Time In		Time Out		Less Lunch		Total Hours	
		Hr.	Min.	Hr.	Min.	Hr.	Min.	Hr.	Min.
Mon.									
Tues.									
Wed.									
Thurs.									
Fri.									
Sat.									
Sun.									
Total Hours								Total Minutes	



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Fri.									
Sat.									
Sun.									
Total Hours								Total Minutes	

RECORDING YOUR TIME

Report all time to the nearest ¼ hour. Do not show odd minutes.

Your Time Card must be in our office by 10am on the Monday following the Sunday of the week you worked. The employee submitting an UNAPPROVED TIME CARD WILL NOT BE PAID. Failure to fill out your time card correctly may result in your check being delayed.

COMPLETION OF ASSIGNMENT

If you do not complete your assignment, you must provide BelFlex with a 24-hour notice that you are not continuing your assignment. Notify BelFlex by mail or phone within 48 hours of your assignment's end date so we can find additional work for you. If you do not give such notice, BelFlex will assume that you are not available to work and will protest any unemployment claims.

OVERTIME

You are permitted to work overtime ONLY if the client requests and approves such work. All authorized work you perform in excess of 40 hours per week (Mon.-Sun.) will be at time and one-half the regular pay rate.

CALL US

- If you cannot make it to your assignment, or if you are going to be late.
- If you are available for work.
- If this is your last day on the assignment.
- If you have questions regarding your time card.
- If your assignment has been extended or your job duties on the assignment have changed.
- If your address, name, or telephone number changes.
- If the client will be requesting you back at a later date, or if the client has offered you a permanent position.

WORKERS' COMPENSATION

It is MANDATORY THAT YOU IMMEDIATELY REPORT ANY ACCIDENT/INJURY TO BOTH YOUR SUPERVISOR ON THE JOB AND YOUR BELFLEX OFFICE. Seek necessary medical attention as directed by your on-site shift supervisor or your BelFlex supervisor.

REFERRAL BONUS

Recommend people who are interested in working for BelFlex. After they work 40 hours, BelFlex will send you a bonus. When you refer a company to BelFlex and they use a temporary employee who works 40 hours you will receive a bonus. Ask your Staffing Supervisor for details.

TERMS OF BELFLEX STAFFING NETWORK

You will be invoiced on a weekly basis. The invoice will reflect hours worked as shown on the time card. Please sign the time card. Doing so will confirm the hours entered on this time card. The services being provided by BelFlex Staffing Solutions have been acquired through extensive advertising, testing, and training of our employees. If you should desire to hire a BelFlex employee within three months from the date shown in this card, please contact your BelFlex representative for your conversion rate.

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