



Immediate Connections
The Event Staffing Professionals You Can Count On - Always.

EMPLOYEE TIME CARD

- Boston Atlanta Nashville New Orleans
 New York Orlando Washington, DC

Boston HQ: 40 Jaques St., Somerville, MA 02145 • 888-783-1599

Client Name

Address/Location

Site Contact

Call Time

EMPLOYEE SIGN OFF

I certify that the hours shown here were worked by me during the designated week ending, and were certified by an authorized client representative.

Employee Name (Please Print)

Employee Signature

DAY	DATE	TIME IN	TIME OUT	BREAK	HOURS
SUN					
MON					
TUE					
WED					
THU					
FRI					
SAT					
WEEK ENDING DATE >				TOTAL HOURS >	

CLIENT APPROVAL

My signature below indicates approval & verification of hours worked, as well as acceptance of IC terms and conditions.

Client Signature

CLIENT TERMS & CONDITIONS

1. The client recognizes the relationship IC has with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, payment procedures, etc. with IC.
2. The client acknowledges that IC has incurred expenses in acquiring, training and screening its personnel. In the event the client hires an IC provided employee for any position within a period of one year from the date of the employee's most recent assignment with the client, it will pay IC a placement fee in accordance with IC's fee schedule in effect at the time of hiring.
3. Client agrees not to entrust IC's employees with unattended premises, cash or other valuables or to operate motor vehicles without prior written permission of IC. Client acknowledges that IC's insurance does not cover personal injury or property damage caused by our employee's operation or maintenance of motor vehicles.
4. If there are any issues with these terms or with any IC employee, client agrees to contact IC immediately.

EMPLOYEE INSTRUCTIONS

A. Time Cards

- You must phone in your hours on the business day following the assignment.
- Use a different time card for each job worked during the week and phone in all hours worked on each job by the end of the week.
- Mail in your time card.

B. NO CHECK SHALL BE RELEASED UNLESS:

- The hours you called in agree with your time card.
- The time card is complete, correct and signed.
- You make 3 copies of your time sheet – 1 for client, 1 for IC and 1 for you.

IMPORTANT

We depend on you! When you accept an assignment, we expect you to arrive on time and stay for the full number of hours/days. However, if you will be late or absent, or you cannot keep an assignment, please contact your local IC office ASAP.