



EMPLOYEE TIMECARD FOR WEEK ENDING ___ / ___ / ___

EMPLOYEE NAME:			SOCIAL SECURITY # (LAST FOUR DIGITS):			COMPANY / DEPT:			
FAX to (619) 574-7567	DAY	DATE	START	FINISH	LUNCH	REG HRS	OT1 HRS	OT2 HRS	
	MON								
	TUE								
	WED								
	THU								
	FRI								
	SAT								
	SUN								
	HANDLE MY CHECK AS FOLLOWS (CIRCLE ONE):					TOTALS			
	<input type="checkbox"/> HOLD FOR PICK-UP	<input type="checkbox"/> MAIL	<input type="checkbox"/> DIRECT DEPOSIT	<input type="checkbox"/> PAYCARD					
COMMENTS / REIMBURSABLE EXPENSES						TOTAL HOURS WORKED			
DID YOU INCUR ANY WORK RELATED ILLNESSES OR INJURIES THIS WEEK? YES NO (CIRCLE ONE) IF YES, PLEASE EXPLAIN:									
TO THE EMPLOYEE: UNLESS YOU ARE BEING PAYROLLED BY THIS CLIENT, YOUR SIGNATURE AFFIRMS THAT YOU HAVE AGREED NOT TO SUBMIT AN APPLICATION TO THE CLIENT COMPANY FOR A PERIOD OF SIX MONTHS FOLLOWING THE CONCLUSION OF THE ASSIGNMENT.									
EMPLOYEE SIGNATURE: I certify that the above is true and correct:						OVERTIME COMPENSATION OT1 is paid at 1.5 times the regular payrate OT2 is paid at 2 times the regular payrate (double-time)			

YOUR TIMECARD MUST REACH US BY NOON ON MONDAY FOR YOU TO BE PAID ON THURSDAY

CLIENT (SUPERVISOR) APPROVAL
 YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS LISTED BELOW, THAT THE HOURS SHOWN ARE CORRECT AND THAT THE WORK WAS COMPLETED SATISFACTORILY.

PRINT NAME	SIGNATURE	TITLE	DATE
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CLIENT TERMS and CONDITIONS

1. BILLING TERMS: Itemized invoices for temporary services, based on hours shown on the A-Star time cards, are mailed weekly and are due and payable UPON RECEIPT OF INVOICE.
2. PAST DUE ACCOUNTS: If full payment has not been received by A-Star within 15 days of the invoice date, a rate increase of up to 15% of the original hourly rate could be adjusted and the Client will, without further notice, become responsible for this new rate. In the event that the invoice is not paid in full within 30 days after the invoice date, then, in addition to all other remedies of A-Star, there shall be a service charge of 1 1/2 % per month on the unpaid balance, or at the highest rate of interest allowed by law, whichever is less. If this account is referred to an attorney for collection, and if any action is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs of collection or enforcement of the judgement received by the prevailing party. In addition, if this account is referred to any attorney for collection, client agrees to pay reasonable attorney's fees and costs, whether or not any action is commenced.
3. PERMANENT PLACEMENT FEES: A-Star will retain this employee for 520 hours at the agreed upon rates (Not applicable to payrolled employees)
 - a) If the client wishes to hire the employee AFTER the employee has worked the minimum 520 hours, and if the employee agrees, the employee may be hired by the client WITHOUT payment of a permanent placement fee to A-Star.
 - b) If the client wishes to hire the employee BEFORE the employee has worked the minimum 520 hours, a permanent placement fee of 20% of the first year annual salary will be charged to client.
 - c) With the exception of Item 3(a) above, the Client agrees to pay a permanent placement fee of 20% of the first year annual salary if Client hires this employee within 180 days of the end of assignment.
4. Client certifies that the time set forth in this time card as hours worked is correct and that the work was performed in a satisfactory manner.
5. Client shall not, without prior written permission from A-Star:
 - a) Entrust A-Star employees with unattended premises, cash, negotiable instruments or other valuables
 - b) Authorize A-Star employees to operate machinery or motor vehicles
 - c) Assign A-Star employees to perform work other than that described at the time the client placed the job order.
6. A-Star's insurance does not cover loss or damage caused by our employees operating client's owned or leased motor vehicles, therefore, the Client accepts full responsibility for claims, including the defense thereof, incurred as a result of the violation paragraph 5(b) above.
7. The Client agrees to accept full responsibility for the work done by A-Star employees.
8. Client agrees to comply with all equal opportunity and anti-discrimination laws, right-to-know laws, OSHA and other workplace or employee related local, state and federal laws.