



**MANUAL TIMECARD FOR WEEK ENDING**

ALWAYS A SATURDAY

\_\_\_ / \_\_\_ / 201\_\_\_

	DATE	TIME		LUNCH		HOURS <i>(Overtime must be pre-approved)</i>		
		START	FINISH	TIME OUT	TIME IN	REGULAR	OVERTIME	DOUBLE TIME
SUN								
MON								
TUE								
WED								
THU								
FRI								
SAT								

CHECK HANDLING	HOLD FOR PICK-UP	MAIL	DIRECT DEPOSIT	<b>TOTALS</b>			
COMMENTS / REIMBURSABLE EXPENSES				ANY WORK RELATED ILLNESSES OR INJURIES THIS WEEK? IF YES, PLEASE EXPLAIN:	YES	NO	

<b>EMPLOYEE :</b> I certify that the above is true and correct and that I have read the <i>INSTRUCTIONS &amp; INFORMATION</i> below.			<b>NAME of CLIENT COMPANY:</b>
PRINT NAME	SIGNATURE	DATE	

**CLIENT APPROVAL:** Your signature confirms that you are in agreement with the terms and conditions below and the hours listed above are correct.SA

PRINT NAME	SIGNATURE	TITLE	DATE
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**EMPLOYEE INSTRUCTIONS & INFORMATION**

- Complete the upper portion of the timecard and sign where indicated. Be sure your entries are legibly written.
- Have your supervisor sign the timecard and then make a copy for your supervisor to keep. WE CANNOT ACCEPT TIMECARDS THAT HAVE NOT BEEN SIGNED BY AN AUTHORIZED SUPERVISOR OR OTHER AUTHORIZED REPRESENTATIVE OF THE CLIENT COMPANY.
- Fax the timecard to our payroll dept at **(619) 574-7567** or **(619) 574-6700**. Scanned timecards may be sent via e-mail to **Payroll@AStarStaffing.com**. Regular Mail or Hand Delivery is also acceptable. THE TIMECARD MUST REACH US NO LATER THAN NOON ON MONDAY FOR YOU TO BE PAID ON THURSDAY. Timecards received after the Monday Noon deadline will be processed for payment the following week.

**CALCULATION ERRORS-** We check each timecard for accuracy. When the starting and finishing times do not support the work hours claimed, we will recalculate the time for you and pay according to the times you have entered.

**OVERTIME PAY -** We pay for overtime as required by California law. Overtime pay of one-and-a-half times the regular rate is required after eight hours of work in a day, forty hours of work in a week and for the first eight hours of work on a seventh day of work in a single workweek. Double time compensation is required after twelve hours of work in a day and for all hours of work in excess of eight on a seventh day of work in a week.

**MEAL PERIODS ARE REQUIRED BY CALIFORNIA LAW-** A thirty-minute meal period is required after five hours of work. If the total hours of work for the day is not more than six hours, the meal period may be waived by the consent of the employee and the employer. A second meal period is required after ten hours of work unless the employee's total hours of work for the day is less than twelve, in which case the second meal period may be waived by the consent of the employee and employer. THERE IS NO PROVISION FOR AN 'ON DUTY' MEAL PERIOD.

**ALWAYS REMEMBER THAT YOU ARE AN EMPLOYEE OF A-STAR STAFFING, NOT THE CLIENT COMPANY.** Your signature above confirms that you will not submit an application for employment to the client company for a period of six months following the conclusion of the assignment.

**CLIENT TERMS and CONDITIONS**

- BILLING TERMS:** Itemized invoices for temporary services, based on hours shown on the A-Star time cards, are e-mailed weekly and are *due and payable upon receipt of invoice*. Invoices will be sent via regular mail upon request.
- 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 1½ % 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 judgment 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.
- DIRECT HIRE FEES:** A-Star will retain this employee for 520 hours at the agreed upon rates (Not applicable to payrolled employees)
  - 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 direct hire fee to A-Star.
  - If the client wishes to hire the employee BEFORE the employee has worked the minimum 520 hours, a direct hire fee of 15% of the first year annual salary will be charged to client.
  - With the exception of Item 3(a) above, the Client agrees to pay a direct hire fee of 15% of the first year annual salary if Client hires this employee within 180 days of the end of assignment.
- Client certifies that the time set forth in this timecard as hours worked is correct and that the work was performed in a satisfactory manner.
- Client shall not, without prior written permission from A-Star:
  - Entrust A-Star employees with unattended premises, cash, negotiable instruments or other valuables
  - Authorize A-Star employees to operate machinery or motor vehicles
  - Assign A-Star employees to perform work other than that described at the time the client placed the job order.
- 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.
- Client agrees to accept full responsibility for the work done by A-Star employees.
- 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.