

ATTENTION TEMPTIME EMPLOYEES!

NEED YOUR PAYCHECK? IT'S EASY...JUST FOLLOW THESE PAYROLL GUIDELINES.

PLEASE READ THIS OVER THOROUGHLY. IF YOU HAVE ANY QUESTIONS, WE WOULD BE HAPPY TO HELP. CALL US (415) 732-7520.

PLEASE REVIEW THE SAMPLE TIMESHEET, Page 2

1. Each day you work, fill out your timecard with the date & hours you worked, including lunch out & lunch in. Calculate the total hours, subtracting your lunch time, and fill in the "Straight Time" and "Overtime" for each day. Please round to the nearest quarter hour, ie. 3 hours and 38 minutes = 3:45. For our San Francisco clients, please also indicate any hours for which you were assigned but couldn't work due to illness. We will track your accrued sick leave and pay you sick leave accordingly.
2. If you work more than 6 hours in a day you are required by the federal government to take at least a ½ hour lunch break.
3. At the end of your workweek, fill in the total straight time and overtime. Overtime is any amount of time exceeding 8 hours work in one workday, also any accumulated time exceeding 40 hours in a week.
4. Make sure you print your name at the top, the week ending date, and sign it at the bottom.
5. Please indicate on your timecard if you want us to mail or hold your paycheck for pickup. If you don't check the timecard at all or check that you want the paycheck held and you haven't come by the office by Friday, your paycheck will automatically be mailed out Friday afternoon at closing. **Please be sure to inform us of any changes in your address.** You may be eligible for direct deposit after you have been on a long term assignment in excess of three weeks.
6. Present your timecard to your supervisor for a signature to authorize your total hours.
7. Make a photocopy of the timecard for your records and **fax it to us at 415-438-2199** by **10:00 Monday Morning**. If you can't get your timesheet to us please call us: 415-732-7520. If your timecard is not received by 1:00 your paycheck will not be issued until the following pay period (the following Wednesday).
8. **Mail or drop off** the original timecard before we can release your paycheck to you.
9. Paychecks are available for pickup on Wednesdays from 8 am until 5 pm.

TEMPTIME TEMPORARY SERVICE

A Division of Monroe Personnel Service LLC
 220 Montgomery Street, Suite 1006, San Francisco, CA 94104
 (415) 732-7520, Fax (415) 438-2199 www.temptime.com

PLEASE PRINT

NAME Andrew Roberts

WEEK ENDING SUNDAY 4 / 11 / 10 MONTH DAY YEAR
 JOB STATUS CONTINUING COMPLETED

COMPANY NAME Tinker Toys DEPT. Info Coord.

REPORTED TO Michael Miles
 NAME OR DIVISION

Mail my Check Hold my check for pick-up If no option is chosen or held check is not picked up by Friday at 5 pm check will be mailed.

EMPLOYEE: I certify that the hours shown here represent my total hours worked during the week, and that they were properly verified by the client or by client's authorized representative. I understand that I am to contact the Temptime office after completing this assignment to discuss another assignment, and if I do not do so, Temptime may assume that I am not then available for work.

Andrew Roberts
 SIGNATURE OF EMPLOYEE

1. Thanks for doing a great job! Please be sure this card is signed by your supervisor and the hours shown are correct. Give your supervisor the yellow copy.
2. The timecard must be received in our office by Noon Monday if we are to pay you on time. Paychecks are available Wednesday 8-5 pm.

DISTRIBUTION: WHITE/TEMPTIME YELLOW/CUSTOMER PINK/EMPLOYEE

DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH		DAILY TOTAL	
				FROM	TO	STRAIGHT TIME	OVERTIME
MON	4/5	8:00	5:00	12	1	8	
TUES	4/6	8:30	5:00	12:30	1	8	
WED	4/7	8:00	2:30	12	12:30	6	
THUR	4/8	8:00	1:00			5	
FRI	4/9	8:00	6:00	12:30	1:00	8	1.5
SAT							
SUN							

Total Straight Time		Total Overtime	
Hours	Minutes	Hours	Minutes
35		1.5	

Please round to nearest 1/4 hour. If six or more hours are worked in a day, a half hour break is mandatory. Please indicate sick time, but do not include in your total.

CLIENT: Your signature certifies that the hours shown here are correct and that the work was performed satisfactorily; also that you have read, understood and agree to our Guarantee, Conversion Options and all other TERMS AND CONDITIONS on both the FRONT AND BACK of this time card.

X Michael Miles
 AUTHORIZED SIGNATURE FOR CLIENT

TEMPTIME THANKS YOU FOR THIS OPPORTUNITY TO BE OF SERVICE