

"GETTING PAID ON TIME"

IT'S EASY IF DONE RIGHT

EFFECTIVE IMMEDIATELY: Paychecks will not be processed unless timecards are received and filled out properly.

TIMECARDS MUST:

1. Be dated each day worked.
2. Show hours worked each day.
3. Show name and address of property.
4. Show employee's name and signature.
5. Fill in Social Security Number.
6. A representative of the client must sign timecard.

| ① FILL IN DATE | MON. | TUES. | WED. | THURS. | FRI. | SAT. | SUN. |
|----------------|------|-------|--------------|--------|--------|------|------|
| 8/13 | 8/14 | 8/15 | DATES WORKED | | | | |
| ② TIME STARTED | 8:00 | 12:00 | 8:30 | ← | START | | |
| TIME FINISHED | 5:00 | 5:00 | 5:30 | ← | FINISH | | |
| LESS LUNCH | 1:00 | 1:00 | 1:00 | ← | BREAK | | |
| HOURS WORKED | 8:00 | 4:00 | 8:00 | ← | TOTAL | | |

I understand I am to contact **STERLING** within 24 hours after leaving an assignment. Failure to do so may affect your unemployment benefits.

Employee Signature
 ④ YOUR SIGNATURE
 Print Name
YOUR PRINTED NAME

SSN
 ⑤ FILL IN SOC. SEC. #

Fax Numbers: Dallas Parkway 972-404-0493 Bedford 817-268-1709

STERLING
 THE PEOPLE STORE
 ③ NAME OF CLIENT
 COMPANY NAME

ADDRESS
 STREET ADDRESS
CITY
 CITY STATE ZIP CODE

TOTAL HOURS FOR THE WEEK
 HOURS MINUTES
20 00

SPECIAL INSTRUCTIONS:
 CLIENT: DO NOT SIGN if hours are not totaled. Client approval indicates acceptance of the terms and conditions on the reverse side.

⑥ MUST BE SIGNED

**Timecards must be received in our office by noon each Monday, in order to receive a check on the following Friday.

**If you fax time in or someone faxes it for you, please, please, PLEASE CALL our office sometime Monday or Tuesday to verify we received it and can read it. IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR TIMECARD GETS HERE!!!!

**Absolutely no checks will leave the STERLING office until after 12 noon on Fridays. Please don't embarrass us by asking.

Please follow these instructions carefully and help us help you get paid!!!!