

# HireKnowledge®

Specialized Staffing Solutions

## CONTACTING US

Voice & Fax 888-503-7555

EMPLOYEE NAME

PLEASE PRINT

JOB NUMBER

COMPANY NAME

IS JOB COMPLETED?

SUPERVISOR NAME

## CHECK OFFICE LOCATION

- |   |  |
|---|--|
| <input type="checkbox"/> Atlanta, GA      | <input type="checkbox"/> Milwaukee, WI       |
| <input type="checkbox"/> Austin, TX       | <input type="checkbox"/> Nashville, TN       |
| <input type="checkbox"/> Baltimore, MD    | <input type="checkbox"/> Nashua, NH          |
| <input type="checkbox"/> Boston, MA       | <input type="checkbox"/> New York City, N.Y. |
| <input type="checkbox"/> Charlotte, N.C.  | <input type="checkbox"/> Oklahoma City, OK   |
| <input type="checkbox"/> Charleston, S.C. | <input type="checkbox"/> Philadelphia, PA    |
| <input type="checkbox"/> Chicago, IL      | <input type="checkbox"/> Phoenix, AZ         |
| <input type="checkbox"/> Columbus, OH     | <input type="checkbox"/> Portland, OR        |
| <input type="checkbox"/> Dallas, TX       | <input type="checkbox"/> Providence, R.I.    |
| <input type="checkbox"/> Denver, CO       | <input type="checkbox"/> Richmond, VA        |
| <input type="checkbox"/> Detroit, MI      | <input type="checkbox"/> San Antonio, CA     |
| <input type="checkbox"/> Fort Worth, TX   | <input type="checkbox"/> San Diego, CA       |
| <input type="checkbox"/> Houston, TX      | <input type="checkbox"/> San Francisco, CA   |
| <input type="checkbox"/> Indianapolis, IN | <input type="checkbox"/> San Jose, CA        |
| <input type="checkbox"/> Jacksonville, FL | <input type="checkbox"/> Seattle, WA         |
| <input type="checkbox"/> Kansas City, MO  | <input type="checkbox"/> St. Louis, MO       |
| <input type="checkbox"/> Las Vegas, NV    | <input type="checkbox"/> St. Paul, MN        |
| <input type="checkbox"/> Los Angeles, CA  | <input type="checkbox"/> Tampa, FL           |
| <input type="checkbox"/> Memphis, TN      | <input type="checkbox"/> Washington, D.C.    |

	SAT	SUN	MON	TUES	WED	THURS	FRI
START TIME							
FINISH TIME							
SUB TOTAL							
LESS LUNCH & BREAKS							
TOTAL REGULAR HOURS							
TOTAL OVER-TIME HOURS							

PLEASE USE .25 FOR 1/4 HOUR, .5 FOR 1/2 HOUR AND .75 FOR 3/4 HOUR.

TOTAL WEEK REGULAR HOURS

TOTAL WEEK OVER-TIME

WEEK ENDING DATE (FRIDAY)  /  /

COMPANY SIGNATURE	
<ul style="list-style-type: none"> <li>If you decide to hire this employee within 12 months of this date you agree to pay us a fee of 25% of employee's first year's salary.</li> <li>Minimum billing is 4 hours.</li> </ul>	
X	I CERTIFY THE HOURS SHOWN HERE ARE CORRECT AND AGREE TO COMPANY TERMS LISTED HERE AND BELOW

EMPLOYEE SIGNATURE	
X	I CERTIFY THE HOURS SHOWN HERE ARE CORRECT AND AGREE TO EMPLOYEE TERMS LISTED BELOW.

PC & MacSpecialists®

## EMPLOYEE TERMS:

- Notify HireKnowledge if there is any change in your availability for your current or future assignments.
- Notify HireKnowledge if the company changes the end date of your assignment, the hours, the type of work, or your direct supervisor.
- Fill out a separate time card for each assignment and/or week of work.
- All time cards must be signed by your supervisor in order to be paid.
- Signed time cards must be received by Friday at midnight to be paid the following week.
- Over-time pay rate is time-and-a-half. A HireKnowledge Manager will specify in the job description whether over-time on a particular assignment is any work performed: (i) in excess of 40 hours per week, (ii) on a Saturday, Sunday or national holiday, or, (iii) over 8 hours any weekday. If over-time on an assignment has been specified to be over 8 hours per day, or work on a Saturday, Sunday, or national holiday, use the TOTAL OVER-TIME HOURS line to calculate over-time per day. Always notify both your supervisor and HireKnowledge Manager before you begin accruing over-time hours.
- If contacted directly by the company, or any company you have worked at through HireKnowledge in the past 12 months, please notify a HireKnowledge Manager immediately.
- In order to help us place you in future assignments you may be asked to update your resume or skills. If you are unable to do this it may limit our ability to place you in future assignments.

## COMPANY TERMS:

- Please verify employee's hours by signing your name.
- Employees are to be contacted only through HireKnowledge.
- If you decide to hire this employee within 12 months of this date you agree to pay us a fee of 25% of the employee's first year's salary.
- Minimum billing is 4 hours.
- An invoice is rendered weekly based on the hours worked as shown on this time card. This invoice is payable upon receipt; please notify your accounts payable department of this.
- It is the supervisor's responsibility to notify HireKnowledge within the first 3 hours of an assignment if work is not being performed satisfactorily.
- Unless otherwise stated in the scope of work, "Over-time" shall mean any work performed: (i) in excess of 40 hours per week, (ii) on a Saturday, Sunday or national holiday, or, (iii) over 8 hours any weekday. Over-time is billed at 1 1/2 times the base billing rate.

## INSTRUCTIONS:

Fill out separate time cards for each assignment. Each time card is good for only one week of work and one job. Print your name, the company name, and the name of the supervisor signing the time card clearly at the top.

Enter the time you began & finished work each day under START TIME & FINISH TIME. When filling in the SUB TOTAL, LESS LUNCH & BREAKS, TOTAL REGULAR HOURS and TOTAL OVER-TIME HOURS fields, please round to the nearest 15 minute interval and use decimal notation: .25, .5, & .75. Add your TOTAL HOURS for each day and use this to compute TOTAL WEEK OVER-TIME HOURS and TOTAL WEEK REGULAR HOURS. Please inform both your supervisor and HireKnowledge Manager before you begin accruing over-time hours.

Have the time card signed by your supervisor at the assignment and sign the time card yourself. Time cards must be signed for you to be paid. You are responsible for faxing your time card.

Time card deadline: Friday at midnight.