



Employee Name

First	Init.	Last
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Last 4 digits of Social Security Number

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Assignment Completed?

YES NO

Week Ending Sunday

Mo.	Day	Yr.
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Client Company Name: _____ SUPERVISOR _____

DAY	MONTH/DATE	START TIME	TIME LEFT FOR LUNCH	TIME BACK FROM LUNCH	END TIME	TOTAL HOURS	FOR TELLER USE ONLY	
							Differences Short	Over
MON								
TUE								
WED								
THU								
FRI								
SAT								
SUN								

Office Use Only	REGULAR HOURS	OVERTIME HOURS	TOTAL HOURS
<input type="text"/> Auditor's Initials			



I will pick up my paycheck. (San Diego only)

- Notice to Employees:
- 1) Because of the requirements of federal and state law, this record must be filled out completely and accurately, without exception. I certify that this time record was made currently, by me, and is correct.
 - 2) I have reported any accident or injury that occurred at the job during this pay period.
 - 3) I have taken all rest periods during this pay period in accordance with company policy.
 - 4) See back for more information.

Employee Signature X	Date
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CUSTOMER APPROVAL

We certify that the above hours including overtime are correct. Our approval includes acceptance of the terms and conditions on the reverse and per BancForce agreement.

Authorized Signature X	Date
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MUST BE RECEIVED BY TUESDAY NOON

PLEASE MAIL COMPLETED CARD TO: 4379 30th St., Ste. 2, San Diego, CA 92104

WHITE-OFFICE COPY CANARY-OFFICE COPY PINK-CLIENT COPY GOLDENROD-EMPLOYEE COPY



Client Agreement

The individual signing this time sheet is an authorized representative of the client company and hereby certifies that the hours worked as indicated on the front side of this time sheet are true and correct, and all work performed by the employee for this work period was satisfactory.

The client agrees that if any employee named herein is employed by the client either as an hourly or as a salaried employee (or as an independent contractor) during a temporary assignment or within one (1) year after completion of the temporary assignment, the client will pay BancForce a conversion fee.

The client understands that the supervision of BancForce employee for the agreed-upon duties is the client's responsibility.

The client will be billed weekly unless stated differently by contract. Payment will be due upon receipt at the agreed-upon rate. In the event that the client fails to pay BancForce charges within 30 days, whether for temporary services or conversion fee, there shall be a service charge of one-and-one-half percent (1 1/2%) per month on the unpaid balance, or at the highest rate of interest allowed by law, whichever is more. If this account goes into collection the client shall pay all collection and/or litigation costs plus reasonable attorney fees.

The client hereby warrants that the client is in compliance with all laws, rules and regulations of duly constituted governmental bodies concerning employment and work hours. The client agrees to hold BancForce harmless from any and all damages, claims, suits, demands or other causes of action which may arise or be asserted against BancForce by reason of the client's failure to comply with the same.

In any event, any liability of BancForce for any reason with respect to the services performed by BancForce or its employees shall be limited to the fees paid by the client under this agreement. Except as otherwise provided in this agreement, BancForce shall not be liable to the client or to any third party for consequential damages, lost profits, or the like under any circumstances even if BancForce has been advised in advance of the possibility of such damages or losses.

Employee Instructions

All staff members are authorized one ten-minute rest period during each four-hour (or major fraction thereof) work period. Staff members may not work for a period of more than five hours without a meal period of not less than 30 or more than 60 minutes except in the case when a work period of not more than six hours will complete a day's work. In this case the meal period may be waived by mutual consent. However, if the meal period is to be waived on a continual basis, prior approval must be obtained.

Overtime is defined as hours worked in excess of eight hours in one day; hours worked in excess of 40 hours in one work week; and the first eight hours worked on the seventh day of work in the week. Overtime hours are paid at 1^{1/2} times the regular hourly rate. Employees will be paid double the regular rate of pay for all hours worked beyond 12 in a single work day; and the hours worked beyond eight on the seventh consecutive day worked in a single work week.