

WEEK ENDING _____ SUNDAY DATE _____

PRINT NAME _____ LAST FIRST

CUSTOMER NAME _____

WORK LOCATION CITY: _____ STATE: _____

Advancement, LLC

32200 Solon Road, Solon, OH 44139

PHONE (440) 248-8550

FAX (440) 498-5689

HOLIDAY = H (Corp. & Legal)
OUT OF OFFICE = X (Personal, Vacation or Other)

HOURS	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS
STRAIGHT								
OVERTIME								
DOUBLE TIME								

CUST. JOB NO.	
MO	
TU	
WE	
TH	
FR	
SA	
SU	

EMPLOYEE CERTIFIES NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THE ASSIGNMENT UNLESS SO NOTED ON THE COMMENT LINE BELOW.

COMMENT LINE: _____

WORK PHONE #
EMPLOYEE'S SIGNATURE

PRINT – CLIENT APPROVAL	
SIGN – CLIENT APPROVAL	DATE / /

SHIFT CHECK OFF

DAY SWING
NIGHT

(FIN-3; 11/05) Previous editions are obsolete.

TIME CARD INSTRUCTIONS

Advancement LLC distributes paychecks in an efficient and timely manner only when Payroll Procedures are accurately followed each week of your assignment. All questions regarding payroll procedures should be directed to the Accounting Department.

Please complete the following steps when reporting your hours:

Electronic time card:

1. Complete all of the requested information.
2. Email the time card to your Payroll Specialist. **Your hours must be reported by noon on Monday.**
3. Print and obtain an approved signature.
4. Once approved, immediately fax, scan and email, or mail the time card to your Payroll Specialist.
5. Keep the time card for your records. Accounting must have the approved time card by Friday after the week worked or your next paycheck will be held.

Manual time card:

1. Print the time card and complete all of the requested information using a ball point pen.
2. Fax or call in hours to your Payroll Specialist. **Your hours must be reported by 11:00 AM on Monday.**
3. Obtain an approved signature.
4. Immediately fax, scan and email, or mail the time card to your Payroll Specialist.
5. Keep a copy of the time card for your records. Accounting must have the approved time card by Friday after the week worked or your next paycheck will be held.

IMPORTANT INFORMATION-READ CAREFULLY

By Client/Employees signatures on this Time Sheet, their full acceptance is given regarding the following:
We understand that Advancement acts as a provider of temporary technical personnel. Our services are made possible by extensive recruiting of technical personnel. In partial consideration for these services, Client agrees not to approach or hire, directly or indirectly, any employee of Advancement assigned to it within a period of 90 days from employee's last day on this job and, prior to that time, only with written approval from Advancement. Client may be required to pay a liquidated damages fee to Advancement should direct employment of an Advancement employee occur. All supervision of Employee is by Client in accordance with the loaned service doctrine.

TO OUR CLIENT

In addition to the above, please note the following with regard to this report:

- 1) Your signature confirms that the hours worked by the Employee are accurate. Billings will be done accordingly.
- 2) You acknowledge that Employee is assigned to do a particular job. You agree to notify your Advancement Representative if a change in Employee's duties is required. Call us when the end of this assignment is drawing near.
- 3) All individuals assigned to you are Advancement employees. Advancement is responsible for all payroll taxes, workman's compensation, and employer's liability insurance.
- 4) Unless otherwise agreed to by Advancement in writing, you agree to pay invoices when due.

Thank you for your valued business.

TO OUR EMPLOYEE

Thank you for working for Advancement. Please note the following items:

- 1) Fill in this Time Sheet accurately and legibly. It is used to process payroll, billing and related services.
- 2) Make certain our Client approves by signing on the appropriate line.
- 3) Call in your time Friday or, at the latest, Monday morning to insure proper credit. Mail this Time Sheet immediately.
- 4) Notify your Advancement Representative if anything changes on your assignment or as soon as you get notice your assignment is ending.

We appreciate you working for Advancement.