Dear Valued Employee:

Thank you for representing one of Connecticut's leading Staffing Services. Please read the following directions to ensure the prompt issuing of your weekly paycheck:

1. Fill out your weekly timecard accurately and legibly. Be sure to sign it.
2. Have your supervisor on the job sign this card IMMEDIATELY as it is the official verification of your hours worked. Provide a copy of your timecard to your supervisor.
3. E-mail or fax this timecard promptly. It must reach our Waterbury (Main) office no later than Monday at noon after the week you have worked.
4. Contact your coordinator upon completion of assignment.

Thank you again for joining our team. If you have any questions regarding any of the above information — CALL US!

JACI CARROLL STAFFING™

Main Office: 203-574-4838
Fax: 203-756-9772
E-mail: payroll@jacicarroll.com
www.jacicarroll.com

EQUAL OPPORTUNITY EMPLOYER

SOC. SECURITY NUMBER	EMPLOYEE NAME, PLEASE PRINT	W.E. DATE (MO. / DAY / YR.)

	DATE MON.		DATE TUES.		DATE WED.		DATE THURS.		DATE FRI.		DATE SAT.		DATE SUN.	
	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN
TIME IN														
LUNCH OUT														
LUNCH IN														
TIME OUT														
TOTAL STR. TIME														
TOTAL OVERTIME														

TOTAL HOURS WORKED
(ROUND OFF TO NEAREST 1/4 HOUR)

STRAIGHT TIME		OVERTIME	
HRS.	MIN.	HRS.	MIN.

Customer: You have authorized us to pay the above hours. You will be billed accordingly.

CUSTOMER SIGNATURE DATE

COMPANY NAME

CITY

EMPLOYEE'S SIGNATURE

ASSIGNMENT COMPLETED ☐ YES ☐ NO

REG. HOURS	O. T. HOURS
.	.

Customer Agreement: I certify by my signature at right, that the Jaci Carroll employee named on the card worked the hours indicated and performed satisfactorily. I understand that if our company wishes to hire this person, we will respect Jaci Carroll Staffing Services, Inc. employer/employee relationship and abide by Jaci Carroll's terms and conditions which may include a permanent placement fee or conversion fee. Fee schedule agreements are available upon request.

Terms: I certify by my signature that I agree to pay all invoices per terms and interest of one and one-half percent (1.5%) per month (18% per annum) on all unpaid balances beyond invoice terms, as well as all costs, fees and expenses, including attorney's fees of 33%, incurred in connection with collection of any unpaid balance.

Additional Terms & Conditions: Unless client has obtained prior written consent from Jaci Carroll Staffing, client agrees not to ask or allow our employees to perform any of the following job related activities: drive an automobile or other motor vehicle; operate machinery other than office equipment; handle cash, securities and/or other valuables. Nor will client entrust Jaci Carroll employees with unattended premises.

Client agrees to waive all rights to make a claim against Jaci Carroll Staffing from liability and responsibility for damage, loss, or expense which client incurs as a result of Jaci Carroll Staffing employee engaging in such activities. Client further agrees to indemnify and hold harmless Jaci Carroll Staffing against claims, damages, bodily injuries, losses and expenses which might result from the staffing service employee engaging in these activities.

Client agrees not to expose Jaci Carroll Staffing employees to unnecessary hazard or extra hazard, and not to violate any OSHA safety law, or other Federal, State, or local rule or regulation.

Client may be held liable as a result of their breach of this agreement.

Employee Agreement: I certify by my signature at right that these hours are correct. I understand my paycheck will be delayed if my timecard is incomplete or late. If I am available for work, I must call JCS between 8:00am & 5:00pm on the first business day after completing this assignment, otherwise JCS will assume that I am not available for work. I also certify that no accident or injury was sustained while working on this assignment. I agree that the cost of pre-employment tests may be deducted from my paycheck.