

PLEASE PRINT CLEARLY

| | | | | |
|---|-----|--|------------|--------------------------|
| WEEK ENDING (SUNDAY'S DATE) | MO. | DAY | YEAR | SOCIAL SECURITY # - - |
| EMPLOYEE NAME | | | | |
| EMPLOYEE ADDRESS | | | | |
| CITY, STATE | | | ZIP CODE | |
| COMPANY NAME | | | DEPARTMENT | |
| COMPANY ADDRESS | | | | |
| CITY, STATE | | | ZIP CODE | |
| <p>I AGREE TO ALL TERMS AND CONDITIONS ON BOTH SIDES OF THIS TIME SHEET. I CERTIFY THAT I HAVE WORKED THE HOURS LISTED AND THAT NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THIS ASSIGNMENT.</p> <p>I AGREE TO NOTIFY ADVANCED PERSONNEL BY MAIL, EMAIL, OR PHONE WITHIN 48 HOURS OF THE END OF EACH ASSIGNMENT.</p> | | | | |
| EMPLOYEE SIGNATURE X PINK-INVOICE COPY GOLD-CLIENT COPY | | YELLOW-EMPLOYEE COPY BOTTOM-OFFICE COPY | | |

AFR

Please verify the following:

- I will pick up my check at Advanced Financial Resources
- Please mail my check
- I have Direct deposit

*Absence of a check mark will result in the mailing of your paycheck.



ADVANCED FINANCIAL RESOURCES

STAFFING SPECIALISTS

225 W. WASHINGTON
SUITE 500
CHICAGO, IL 60606
PHONE (312) 422-9333
Timecard Fax
(312) 980-2828

REPORT ALL TIME TO NEAREST 15 MINUTES

| DAY | IN | OUT | TOTAL | LESS LUNCH | DAILY TOTAL |
|--|----|-----|---|----------------|-------------|
| MON | | | | | |
| TUE | | | | | |
| WED | | | | | |
| THU | | | | | |
| FRI | | | | | |
| SAT | | | | | |
| SUN | | | | | |
| Write in words the number of hours worked: | | | TOTAL HOURS (Do not include lunch time) | STRAIGHT TIME | |
| Please circle number of days Advanced Financial Resources employee worked: 1 2 3 4 5 6 7 | | | | OVER TIME | |
| I CERTIFY THAT THE ABOVE ADVANCED FINANCIAL RESOURCES EMPLOYEE WORKED THE HOURS AND DATES LISTED ON THIS TIME SHEET AND AGREE TO THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE. | | | | | |
| AUTHORIZED CLIENT SIGNATURE | | | | DATE | |
| X | | | | | |
| CLIENT NAME (Please Print) | | | | DEPT. | |
| CLIENT'S TITLE | | | | PHONE # & EXT. | |

INSTRUCTIONS TO EMPLOYEE

- If for any reason you cannot report for work, please call our office at (312) 422-9333. Office hours are 8:00-5:00; Monday through Friday, our answering service is operating at all other times.
- Please notify Advanced Financial Resources immediately should your job duties differ substantially from those described by your Advanced Financial Resources Service Representative.
- Please use a new time sheet for each new week and/or each new assignment. An additional time card will be enclosed with your weekly paycheck.
- Instructions for completing time sheet:
 - Please fill out time report recording total hours worked. Do not include lunch hours. Report each day to the nearest 1/4 hour. No check can be issued without a signed time card.
 - Advanced Financial Resources' week is Monday through Sunday. Please record Sunday's date under week ending.
 - Have the time sheet approved by the supervisor for whom you are working at the end of each week and on the last day of your assignment. Time sheets will not be accepted for payment unless they are approved by an authorized representative of the client's firm.
 - Time sheets must be received by noon on Mondays in order to process your paycheck. Any time sheet received later than this time will be paid out the following week.**
 - Send the 1st and 4th (hard) copies to Advanced Financial Resources at the end of each week to ensure receipt by pay day. Leave the 2nd copy with the client and retain the 3rd copy for your records. Peel off adhesive strip, fold card and press firmly. Affix first-class stamp where indicated.



Advanced Financial Resources

Quietly becoming the BEST staffing source

**Tell us about a referral and...
we'll send you a check!**

Refer quality candidates to Advanced Financial. If we utilize your referral on a temporary basis of 40 hours a week or more, you will receive a \$50.00 bonus. A bonus will be earned for each qualified candidate.

Don't limit yourself, refer more than one!

Thank you for choosing Advanced Financial Resources

AFR



ADVANCED FINANCIAL
RESOURCES

STAFFING
SPECIALISTS

Valuable Clues to On-The-Job Success

- Dress for success; modify your appearance to that of your office environment.
- Be on time.
- Have a cheerful attitude.
- Maintain confidentiality.
- Request more work if you have completed a project.
- Be flexible—be willing to help whenever you are asked.
- Don't be afraid to ask questions.
- Take notes when necessary.
- Refrain from making personal phone calls.
- Problems? Call your Advanced Financial Resources Service Coordinator.

Advanced Financial Resources

225 West Washington • Suite 500
Chicago, Illinois 60611
Phone 312/422-9333
Timecard Fax 312/980-2828

Advanced Financial Resources

225 W. WASHINGTON, SUITE 500
CHICAGO, ILLINOIS 60606-3418



FIRST
CLASS
POSTAGE
HERE



FOR CLIENT

1. The client acknowledges that the services are made possible only by a substantial investment in recruiting, screening, testing, and training a large staff of competent personnel. Therefore, in consideration for this service, the client agrees that in the event the employee named on the reverse is employed by the client within one year from the last day of the employee's assignment, the client will pay to Advanced Personnel 1% per thousand of the annualized salary with a maximum of 25%.
2. The client has not and shall not in the future without prior written permission from Advanced Personnel in each instance 1) entrust employee with unattended premises, cash, negotiable instruments, or other valuables or authorize employee to operate machinery or motor vehicles; 2) assign employee to perform work other than that described at the time client placed the job order.
3. The client shall indemnify and hold Advanced Personnel, Inc., its subsidiaries, affiliates, and agents, including the employer of record harmless from any and all claims and damages arising out of client's violation of employment laws including, without limitation, OSHA, EEO, and immigration laws.
4. The client will be invoiced for the hours listed on the reverse. Please do not make any direct payments to any Advanced Personnel employee.
5. Overtime will be invoiced at time and one-half.
6. Facsimile signature copies are acceptable and enforceable unless fraudulently submitted.
7. Client agrees that the client representative who has signed this time sheet has appropriate authority to approve and verify the employee's hours for billing and payment purposes.