



## **Time Card / Paycheck Instructions - Week ending Saturday**

- You are paid according to this time card. Incomplete, inaccurate or illegible time cards may cause your paycheck to be delayed. Employee and Client signatures must appear on the time card to ensure prompt payment.
- Use a new time card for each assignment and use a new time card each week. Time cards will be given to you with your paycheck each week.
- After completing this time card (see specific instructions on reverse side):
  - ✓ Detach this cover sheet.
  - ✓ Leave client copy with client.
  - ✓ Retain employee copy for your records.
  - ✓ Promptly turn in RUSH copy of time card (hard copy) by 5:00 pm Monday of each week to your local RUSH office.
- Time cards turned in after Mondays may cause your paycheck to be delayed.
- Weekly payroll will be available on Fridays between 9:00 am and 5:00 pm at your local RUSH office (unless otherwise noted by special holiday schedules).

## Specific Instructions

- Name** Clearly print your first name, middle initial and last name. No nick names please.
- SSN Digits** Enter the last 4 digits of your Social Security Number.
- RUSH Location** List the RUSH office you are currently working for.
- Week Ending Date** Enter the date of the Saturday at the end of the week in which you are working. If the last day of your workweek is not Saturday, please call your RUSH office.
- Client Name, Department and City** Clearly print client name, department, if applicable and city.
- Comments** This space is provided for the client's use.
- Daily Time Record**
  - Enter the date that corresponds to the day of the week.
  - Record hours worked daily to the nearest quarter hour (.25, .50, .75). Enter start and finish times
  - Record your lunch break – time OUT and time back IN
  - Compute the total hours worked for each day, being certain to exclude lunch time taken. Enter daily total. Draw a line through days not worked.
  - Total your daily hours for the week for this assignment and enter in Total Hours box.
- Employee Signature** Sign your name to certify that the hours you entered are correct.
- Client Verification and Signature** Have client write out total number of hours and sign time card at the end of each week, or sooner if assignment is completed.

RUSH		Chico	Redding	Colusa	Grass Valley	Yuba City	Bi-weekly Sat	Nº 0000000																																																																																																																																																																																											
<small>PLEASE PRINT TO GO THROUGH ALL 3 COPIES - PRINT CLEARLY - USE BLACK BALLPOINT PEN ONLY</small> (530) 893-5500 Fax: (530) 893-9648 (530) 222-2533 Fax: (530) 222-9223 (530) 458-2180 Fax: (530) 458-8838 (530) 272-1900 Fax: (530) 272-1991 (530) 770-3760 Fax: (530) 821-9217 EMAIL TO: PAY@RUSH-PERSONNEL.COM		CHICO (530) 893-5500 Fax: (530) 893-9648		REDDING (530) 222-2533 Fax: (530) 222-9223		COLUSA (530) 458-2180 Fax: (530) 458-8838		GRASS VALLEY (530) 272-1900 Fax: (530) 272-1991		YUBA CITY (530) 770-3760 Fax: (530) 821-9217																																																																																																																																																																																									
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**Grass Valley**  
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Fax: (530) 272-1991

**Yuba City**  
(530) 770-3790  
Fax: (530) 821-0217

# Bi-weekly Sat

# Nº 0000000

PRESS FIRMLY TO GO THROUGH ALL 3 COPIES • PRINT CLEARLY • USE BLACK BALLPOINT PEN ONLY

EMAIL TO: PAY@RUSH-PERSONNEL.COM

EMPLOYEE NAME						SSN - LAST 4 DIGITS		
DAY	WEEK 1 DATE	HOURS TO NEAREST QUARTER HOUR						
		STARTED	OUT	IN	FINISHED	REG	O.T.	DBL
SUN								
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TUE								
WED								
THU								
FRI								
SAT								
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CLIENT NAME						WEEK ENDING SATURDAY		
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<b>AVAILABLE FOR WORK? YES <input type="checkbox"/> NO <input type="checkbox"/></b>						<b>TOTAL HOURS</b>		

CLIENT COPY

COMMENTS

IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT?  YES  NO

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PLEASE PRINT NAME (CLIENT) \_\_\_\_\_ TITLE \_\_\_\_\_

AUTHORIZED SIGNATURE (CLIENT) **X** \_\_\_\_\_ DATE \_\_\_\_\_

RUSH LOCATION \_\_\_\_\_

PRINT NAME \_\_\_\_\_

EMPLOYEE SIGNATURE **X** \_\_\_\_\_ DATE \_\_\_\_\_

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- (1) incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on reverse side. Client agrees that if Client hires Employee, prior to completing 720 continuous working hours, without agreement from Contractor, Client will pay Contractor's conversion charge.
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- (4) Client has not and shall not in the future without prior written permission from Contractor in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than described at the time Client placed the job order.
- (5) Contractor's insurance does not cover loss or damage caused by Employee operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph 4(i) or 4(ii) above.
- (6) Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by Client within 30 days after occurrence.
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EMPLOYEE COPY

COMMENTS

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PLEASE PRINT NAME (CLIENT) \_\_\_\_\_ TITLE \_\_\_\_\_

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RUSH LOCATION \_\_\_\_\_

PRINT NAME \_\_\_\_\_

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**RUSH**  
PERSONNEL SERVICES, INC.

**RUSH COPY - PROMPTLY RETURN TO LOCAL RUSH OFFICE**

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Place  
Stamp  
Here



RUSH PERSONNEL SERVICES, INC.  
15 Independence Circle, Chico, CA 95973