



Albion Staffing Solutions, Inc.

Fax to: Miami Dade: (305) 406-1010 / Broward: (954) 796-5155
or email to: Payroll@AlbionStaffing.com

Time Card must be received by Monday Noon

Week Ending Saturday

Company Name:

___ / ___ / ___

Associate/Temp Name:

Social Sec #: XXX-XX-_____

Associate/Temp Signature:

Assignment: Ongoing Completed

X

By signing above, I certify that:

- (i) The hours shown are true and accurate. That any failure to submit approved time card by Monday Noon may result in a processing delay.
- (ii) It is my responsibility to inform Albion of any change in employment availability and that, in the event that Albion is NOT contacted after the completion of any assignment and weekly thereafter, Albion will dispute any claims for Unemployment Benefits.
- (iii) I have not been injured in any way on this assignment that would give cause to raise a Workers' Compensation claim.

Please insert hours in Hour: Minute format - Do not use decimal format

	Start	End	Less Lunch	Hours Worked
Sunday:				
Monday:				
Tuesday:				
Wednesday:				
Thursday:				
Friday:				
Saturday:				

Work in excess of 40 hours is overtime at 1.5 times regular pay rate

Total Hours:

Supervisor's Name/Title:

Supervisor's Phone:

Approved by Company/Supervisor's Signature:

PO Number:

X

By signing above, I certify, understand and accept that I am authorized to sign on behalf of the Company, that the work performed was of a satisfactory nature and that the hours shown are correct. Further by signing above, this represents my authority to invoice the Company for these hours and for Albion to receive payment in accordance with our Agreement. Further, I understand that any individual sent by Albion to work or interview represents a substantial investment and agrees that if, within one year from the end of the assignment or last communication, that individual is hired on a temporary, full time or consulting basis, it will be through Albion and agree to pay Albion a placement fee at an amount equal to 17.5% of that individual's first year's compensation.

Special Notes:

Unsigned and altered Time Cards cannot be accepted.