

Name of Employee \_\_\_\_\_

Client \_\_\_\_\_

Manager's Name \_\_\_\_\_

Dept. \_\_\_\_\_ PO # \_\_\_\_\_

Phone # \_\_\_\_\_ Ext. \_\_\_\_\_

Week Ending Saturday \_\_\_\_\_ / \_\_\_\_\_, 20 \_\_\_\_\_

**SEMPER, LLC**

TEL: 410-685-1705

FAX: 888-836-9703

Day	Month/ Date	Time In	Time Out	Minus Lunch	Hours Worked	Manager's Initials
Sun	<input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	— <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
Mon	<input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	— <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
Tue	<input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	— <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
Wed	<input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	— <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
Thu	<input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	— <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
Fri	<input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	— <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>
Sat	<input type="text"/> / <input type="text"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	— <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/>

Total Hours:

Total Regular Hours (Up to 40):

Total Overtime Hours:

Employee Signature

X \_\_\_\_\_

I certify that the hours shown here are correct.

When filling in hours, use decimals for partial hours  
15 minutes = .25 30 minutes = .50 45 minutes = .75  
and round to the nearest quarter hour.

**Overtime Hours**

Overtime is defined by law and will be billed accordingly.  
Weeks start Sunday and end on Saturday. Clients consult  
your contract for specifics.

**For Semper Employees**

Payment:	Assignment Status:	Timecards:
<input type="checkbox"/> Paycard	<input type="checkbox"/> Completed	<input type="checkbox"/> Send More
<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Will continue	<input type="checkbox"/> I have enough
(Complete the Semper direct deposit form.)	<input type="checkbox"/> Ending shortly	
	<input type="checkbox"/> Please call me	

1. Use a separate timecard for each assignment and for each week's work.
2. Each timecard must be signed by you and your manager at the job site.
3. In order to be paid in a given week, you must fax or deliver a completed, signed timecard to Semper by 10 AM on Monday. Checks will not be released or mailed until this signed timecard is received in our office.
4. To have your check sent to you, be sure to mark the box that says "Mail my check" (above).
5. WE STRONGLY SUGGEST DIRECT DEPOSIT, since we can not be responsible & have no control over timely receipt of mailed checks.  
ALL CHECKS ARE MAILED FROM BOSTON, MA

I also understand that I may from time to time receive emails informing me of additional products and services from Semper International, LLC and Affiliates. Upon entering a business relationship you will receive normal and customary email correspondence.

Manager's Signature

X \_\_\_\_\_

I certify to Semper that on behalf of my company, I have the authority to approve the above hours & conditions of employment. I have checked the hours, they are correct and I authorize payment.

**Please take a moment to check off the following questionnaire and read the additional terms of sale. We take quality control seriously and need your input.**

This past week this employee . . .

showed up on time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
production quality was	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
attitude was	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
the employee's work ethic	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor
Semper's service this week	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor

**Conditions of Employment**

1. Before signing this timecard, please make sure that all hours are correct. You will be billed for the hours listed above.
2. All of our employees are paid by Semper. Do not pay our employees directly.
3. Employees may be contacted for employment through Semper only.
4. Supervision, safety and quality control of the employee(s) work is the client's responsibility.
5. You agree to allow our employee to use your fax or fax for the employee. (timecard only)
6. Employee signature is not necessary for billing/payment.
7. Client may not permit or cause our employee to be placed on the payroll of any other firm or client's firm for 12 months after completion of their assignment. In the event the client violates this clause, client will promptly pay Semper as liquidated damages not as a penalty the sum of a minimum of \$5000.00 or 30% of the employees annualized compensation or other payment by client, whichever is greater.
8. Client agrees to notify Semper when assignment is completed or terminated.
9. Client understands that if within the 1 hour trial period they fail to notify Semper of any complaints the client will be responsible for all monies due for services rendered.
10. Our employees will only work on jobs for which they have been assigned and trained. Any variance must be reported to our office before work begins.