



150 Boles Street  
Weed, CA 96094

Phone: (800) 479-TEMP • (530) 938-3909  
Fax (530) 938-1455 • payroll@perspref.com

EMPLOYEE NAME				WEEK ENDING SUNDAY		

I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME CARD. I AM AWARE THAT ANY MISREPRESENTATION ON THIS TIME CARD COULD RESULT IN MY IMMEDIATE DISMISSAL. I ALSO CERTIFY THAT NO INJURIES WERE SUFFERED, AND I DID NOT WITNESS AN ACCIDENT.

EMPLOYEE SIGNATURE **X**

**TO BE PAID PROMPTLY TIME CARDS MUST BE RECEIVED IN THE OFFICE BY 5:00 P.M. TUESDAY**

PLEASE PRINT CLEARLY

DAY	DATE	TIME IN	LUNCH OUT	LUNCH IN	TIME OUT	TOTAL
MON						
TUES						
WED						
THUR						
FRI						
SAT						
SUN						

**REPORT ALL TIME TO NEAREST 15 MINUTES**  
Please draw lines through days not worked.

**TOTAL HOURS** ▶

UNSIGNED TIMECARDS MAY DELAY YOUR PAYCHECK. ALTERATIONS TO TIMECARDS MUST BE INITIALED BY CLIENT / COMPANY AND EMPLOYEE.

REGULAR		OVERTIME	
HRS	MIN	HRS	MIN

I CERTIFY THAT THE TIME SET FORTH AS HOURS WORKED IS CORRECT AND THAT THE WORK WAS PERFORMED IN A SATISFACTORY MANNER.

CLIENT / COMPANY NAME

AUTHORIZED SIGNATURE (CLIENT / COMPANY)

**X**

IS EMPLOYEE RETURNING TO PRESENT ASSIGNMENT

YES

NO

## **Hold Harmless Agreement**

Unless the client has obtained the prior written consent of Personnel Preference, the client agrees not to ask or allow an employee of Personnel Preference, to perform any of the following job related activities:

- a) Driving an automobile or other motor vehicle
- b) Operating any equipment other than office equipment
- c) Perform duties outside the scope of the job order
- d) Handling cash, securities, or other valuables
- e) Handling confidential or sensitive records without the employee first signing a confidentiality agreement.

If this prior written consent is not obtained, the client agrees to waive all rights to make a claim against Personnel Preference, and to relieve Personnel Preference from all liability and responsibility for any damage, loss, or expense which the client incurs as a result of this staffing service employee engaging in such activities, and the client further agrees to indemnify and hold harmless Personnel Preference from and against all claims, damages, bodily injuries, losses and expenses which might be caused as a result of the staffing service employee engaging in any of these activities.

Furthermore, the client agrees not to expose any Personnel Preference employee to unnecessary hazard or extra hazard, and not to violate any OSHA or other safety regulation, rule, or standard whether federal, state, or local. The client may be held liable as a result of their breach of this agreement.

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PLACE  
STAMP  
HERE

# *Personnel Preference*

150 BOLES ST  
WEED CA 96094-2518

