

Name of Employee _____

Client _____

Manager's Name _____

Dept. _____ PO # _____

Phone # _____ Ext. _____

Week Ending Saturday _____ / _____, 20 _____

SEMPER, LLC

201 N. Charles St.
Suite 1660
Baltimore, MD 21201-4120
TEL: 410-685-1705
FAX: 866.856.7951

Day	Month/ Date	Time In	Time Out	Minus Lunch	Hours Worked	Manager's Initials
Sun	/	:	:	-		
Mon	/	:	:	-		
Tue	/	:	:	-		
Wed	/	:	:	-		
Thu	/	:	:	-		
Fri	/	:	:	-		
Sat	/	:	:	-		

Total Hours:

Total Regular Hours (Up to 40):

Total Overtime Hours:

Employee Signature

X _____

I certify that the hours shown here are correct.

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.

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: Mail my check Direct Deposit (Complete the Semper direct deposit form.)

Assignment Status: Completed Will continue Ending shortly Please call me

Timecards: Send More I have enough

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

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 Yes No

production quality was Excellent Good Fair Poor

attitude was Excellent Good Fair Poor

the employee's work ethic Excellent Good Fair Poor

Semper's service this week Excellent Good Fair 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.