



EMPLOYEE TIMECARD FOR WEEK ENDING ____ / ____ / ____

YOUR TIMECARD MUST REACH US BY **NOON ON MONDAY** FOR YOU TO BE PAID ON TIME

EMPLOYEE NAME:	COMPANY / DEPT:
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(Time is calculated in 15 minute increments)

DAY	DATE	SHIFT START	1ST MEAL BREAK OUT	1ST MEAL BREAK IN	2ND MEAL BREAK OUT	2ND MEAL BREAK IN	SHIFT FINISH	TOTAL DAILY REG HRS	TOTAL DAILY O/T HOURS	TOTAL DAILY D/T HOURS
MON										
TUES										
WED										
THU										
FRI										
SAT										
SUN										

HANDLE MY CHECK AS FOLLOWS (CIRCLE ONE): <div style="display: flex; justify-content: space-around;"> MAIL DIRECT DEPOSIT </div>	DAILY TOTALS			
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TOTAL WEEKLY HOURS WORKED

TO THE EMPLOYEE: YOUR SIGNATURE AFFIRMS THAT YOU HAVE AGREED TO CONTACT US WHEN A REGULAR FULL TIME POSITION IS OFFERED BY OUR CLIENT COMPANY.

EMPLOYEE SIGNATURE: <i>I certify that the above is true and correct</i>	OVERTIME COMPENSATION <small>OT is paid at 1.5 times the regular rate DT is paid at 2.0 times the regular rate</small>
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CLIENT (SUPERVISOR) APPROVAL

YOUR SIGNATURE REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS OF STAFFING SERVICES, THAT THE HOURS SHOWN ARE CORRECT AND THAT THE WORK WAS COMPLETED SATISFACTORILY.

COMPANY NAME _____	SIGNATURE _____	TITLE _____
PRINT NAME _____	DATE _____	

In California, an employer may not employ an employee for a work period of more than five hours per day without providing the employee with a meal period of not less than thirty minutes, except that if the total work period per day of the employee is no more than six hours. A second meal period of not less than thirty minutes is required if an employee works more than ten hours per day, except that if the total hours worked is no more than 12 hours, the second meal period may be waived by mutual consent of the employer and employee only if the first meal period was not waived. **Labor Code Section 512.**

CLIENT COMPANY TERMS AND CONDITIONS

1. **BILLING TERMS:** Itemized invoices for temporary services, based on hours shown on the Kinetic Personnel Group time cards, are mailed weekly and are **due and payable UPON RECEIPT OF INVOICE.**
2. **PAST DUE ACCOUNTS:** If full payment has not been received by Kinetic Personnel Group within 30 days of the invoice date, a rate increase of up to 5% of the original hourly rate could be adjusted and the Client will, without further notice, become responsible for this new rate. In the event that the invoice is not paid in full within 30 days after the invoice date, there shall be a service charge of 1½% per month on the unpaid balance, or at the highest rate of interest allowed by law, whichever is less. If this account is referred to an attorney for collection, and if any action is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs of collection or enforcement of the judgment received by the prevailing party. In addition, if this account is referred to any attorney for collection, client agrees to pay reasonable attorney's fees and costs, whether or not any action is commenced.
3. **PERMANENT PLACEMENT / CONVERSION FEES:** Kinetic Personnel Group will retain this employee at the agreed upon rates.
 - a) If the client wishes to hire the employee, the Client agrees to pay a permanent placement / conversion fee equal to 20% of the first year annual salary. After candidate has completed (agreed upon billed hours) conversion fees are waived and client may hire employee at no charge.
 - b) If Client hires this employee within 180 days of the end of assignment, the Client agrees to pay a permanent placement / conversion fee equal to 20% of the first year annual salary.
 - c) If the Client offers direct employment to this employee (or by a referral of the client to any subsidiary or affiliated company), either for a full-time, temporary (including assignments through another agency), or consulting position within 180 days of the end of assignment, the Client agrees to pay a permanent placement / conversion fee equal to 20% of the first year annual salary.
4. Client certifies that the time set forth in this time card as hours worked is correct and that the work was performed in a satisfactory manner.
5. Client shall not, without prior written permission from Kinetic Personnel Group :
 - a) Entrust Kinetic Personnel Group employees with unattended premises, cash, negotiable instruments or other valuables
 - b) Authorize Kinetic Personnel Group employees to operate machinery or motor vehicles
 - c) Assign Kinetic Personnel Group employees to perform work other than that described at the time the client placed the job order.
6. Kinetic Personnel Group's insurance does not cover loss or damage caused by our employees operating client's owned or leased motor vehicles, therefore, the Client accepts full responsibility for claims, including the defense thereof, incurred as a result of the violation paragraph 5(b) above.
7. The Client agrees to accept full responsibility for the work done by Kinetic Personnel Group employees.
8. Client agrees to comply with all equal opportunity and anti-discrimination laws, right-to-know laws, OSHA and other workplace or employee related local, state and federal laws.

Kinetic Personnel Group
 Tel: Inland Empire (951) 808-5405 Orange (714) 912-8461 Fax: (888) 632-7001
www.kineticpersonnelgroup.com

An Equal Opportunity Employer

FAX TO (888) 632-7001 -OR EMAIL TO KPGSERVICES@KPG-INC.COM