



United Personnel

1331 Main Street Springfield, MA 01103
Phone: 413-736-0800 Fax: 413-747-9021

www.unitedpersonnel.com

Employee: By signing this time record, I agree that the hours are correct and that no accident or injury was sustained while working on this assignment.

Customer Terms of Service: The customer understands that temporary help supplied by United Personnel is the result of substantial expense on the part of UP in terms of time and money spent for advertising, interviewing, testing and training for its personnel. Should the Customer desire to employ one of UP's employees (either as a salaried employee or as an independent contractor) that has been employed by the Customer, its associates, or affiliates during a temporary assignment or within 6 months after the temporary assignment, the customer agrees to:

1. Provide notice of its intent to hire UP's employee at least 1 week before an offer is extended.
2. Pay a compensatory allowance to UP if our employee is hired prior to working the required 480 hours on their current assignment.

| |
|------------------------|
| Time Record |
| Employee Name |
| Saturday's Date / / |
| Employee Signature |
| X |

| |
|------------------------------|
| Work Site Information |
| Company Name |
| Address |
| Supervisor |

| | |
|--|---------------------|
| Supervisor Signature | |
| Total Hours Worked: | Today's Date / / |
| I certify that the above hours are correct. I agree to the Terms of Service. | |
| X | |

| Calculate Time to Nearest ¼ Hour | | | | | |
|----------------------------------|------|--------------------|---------------------|---------------|----------------|
| Day | Date | Start Hrs/ Mins | Finish Hrs/ Mins | Less Lunch | Total Hours |
| Sun | | | | | |
| Mon | | | | | |
| Tues | | | | | |
| Wed | | | | | |
| Thur | | | | | |
| Fri | | | | | |
| Sat | | | | | |
| Weekly Totals ▶ | | | | | |