



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					