

**ACCOUNTING & FINANCE PERSONNEL, INC.**

**TIME RECORD**

1702 E. Highland • Suite 200 • Phoenix, AZ 85016 • (602) 277-3700  
 (602) 926-2629  
 4400 E. Broadway • Suite 600 • Tucson, AZ 85711 • (520) 323-3600  
**EMPLOYER DATA** Fax (520) 795-4753

COMPANY \_\_\_\_\_  
 NAME (PRINT) \_\_\_\_\_  
 REPORT TO \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**EMPLOYEE DATA**

EMPLOYEE'S NAME (PRINT) \_\_\_\_\_  
 SOCIAL SECURITY NO. 

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 MY PAYCHECK SHOULD BE:  MAILED  HELD FOR PICK UP  
 IS THIS ASSIGNMENT COMPLETED?  YES  NO LAST DAY \_\_\_\_\_  
 I CERTIFY THE HOURS SHOWN ON THIS TIME RECORD ARE CORRECT, AND THAT I PERFORMED THE SERVICE.  
**I HAVE READ THE EMPLOYEE'S TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS FORM AND AGREE TO ADHERE TO THEM.**  
 EMPLOYEE'S SIGNATURE **X** \_\_\_\_\_

TIME WORKED FOR ONE WEEK ONLY. START WITH MONDAY AND END ON SUNDAY MIDNIGHT. ENTER TIME TO NEAREST QUARTER (.00; .25; .50; .75) ONLY.

DAY	DATES		REGULAR TIME		OVERTIME* Time & One-Half		OVERTIME* Double Time	
	MONTH	DAY	HOURS	¼HR.	HOURS	¼HR.	HOURS	¼HR.
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
<b>TOTAL TIME ►</b>			<b>REGULAR</b>		<b>OVERTIME</b>		<b>DOUBLETIME</b>	

\* OVERTIME APPLIES FOR TIME WORKED IN EXCESS OF 40 HOURS IN ANY WEEK.  
 DOUBLE TIME APPLIES FOR ALL WORK ON A LEGAL HOLIDAY.

WE CERTIFY THAT THE HOURS INDICATED ARE CORRECT, AND THAT THE WORK PERFORMED WAS SATISFACTORY.

**WE HAVE READ THE CLIENT'S TERMS & CONDITIONS ON THE REVERSE SIDE OF THIS FORM AND AGREE TO ADHERE TO THEM.**

CLIENT'S AUTHORIZED SIGNATURE \_\_\_\_\_  
 TITLE \_\_\_\_\_ DATE \_\_\_\_\_

I understand that my work will be assigned and supervised by the **Accounting & Finance Personnel** client. I am also fully aware that **Accounting & Finance Personnel** is not a professional accounting firm and I am not authorized to render an opinion on their behalf or on behalf of their clients on financial statements, nor am I authorized to sign either firm's name or my name on financial statements or tax returns while on an **Accounting & Finance Personnel** assignment.

I understand that, as an **Accounting & Finance Personnel** employee, I am not authorized to operate machinery, or automotive equipment (other than office equipment), or to perform any physical work.

I further understand that, as an **Accounting & Finance Personnel** employee, I am not authorized to handle cash, negotiables or other valuables without the written consent of **Accounting & Finance Personnel**.

I understand that if I am offered employment within one year where I am or was on a temporary assignment, I will notify **Accounting & Finance Personnel**.

**CLIENT'S TERMS AND CONDITIONS**

We understand this person is an employee of **Accounting & Finance Personnel**. If we decide to hire this person on a full time, part time or temporary basis (including assignments through another agency) or consulting, we agree to pay a fee based upon the agreed annual starting salary. The fee applies if the person is hired for the specified or alternate offered position, either as an employee, consultant or independent contractor by related affiliate, subsidiary or client company or any other entity as a result of subsequent referrals by us within one year from the date of termination of the temporary assignment.

We understand the above stated requirements and have received a copy of the fee schedule/confirmation letter at the start of this assignment.

We understand that the **Accounting & Finance Personnel** employee's work will be assigned and supervised by our organization. We are also fully aware that **Accounting & Finance Personnel** is not a professional accounting or consulting firm and its employees are not authorized to render an opinion on their behalf or on behalf of our organization on financial statements, nor are they authorized to sign the firms' name or use its name on financial statements or tax returns. We understand that we will not authorize any **Accounting & Finance Personnel** employee to perform services as a computer programmer.

**Accounting & Finance Personnel** agrees only, that if employees' work is found to be unsatisfactory and such fact is reported to **Accounting & Finance Personnel** during the first eight (8) hours of employment, there will not be a charge for that work and **Accounting & Finance Personnel** will furnish a substitute person. In no event will **Accounting & Finance Personnel** be liable for any consequential or other damages sustained by us as a result of any act by their employee.

We will not entrust **Accounting & Finance Personnel** employees with handling of cash, negotiable instruments of any valuables without the prior written consent of **Accounting & Finance Personnel**, and then only under our direct supervision. We will not under any circumstances authorize an **Accounting & Finance Personnel** employee to transport or convey monies, checks, securities or any negotiable instruments (including but not limited to delivery of bank deposits to a bank or other institution).

We understand that we will not authorize any **Accounting & Finance Personnel** employee to operate machinery or automotive equipment (other than office equipment). It is further understood **Accounting & Finance Personnel** will not grant permission for its employees to operate that equipment. It is agreed that we, the client, accept full responsibility and liability for bodily injury, property damage, fire, theft, collision or damage claims of any nature whatsoever arising from the operation by an **Accounting & Finance Personnel** employee of any machinery or automotive equipment (other than office equipment) while on a temporary assignment.

We understand **Accounting & Finance Personnel** invoices are due upon receipt. A late payment charge of 1½% per month (annual rate 18%) will be made on any balance remaining unpaid 30 days after billing. Should we fail to pay the charges of **Accounting & Finance Personnel** when due, then we shall pay to **Accounting & Finance Personnel** all collection expense and cost of suit, plus all attorney fees incurred by **Accounting & Finance Personnel** or its assignee. In the event that litigation from this transaction should arise, the parties hereby agree to submit themselves to the jurisdiction of the State of Arizona, Maricopa County.

www.afpersonnel.com

COPY FOR  
**ACCOUNTING & FINANCE PERSONNEL, INC.**