

Time Card



Name

Employee ID No.
Enter last 4 digits of your National ID No.

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Week Ending
MM DD YY

Daily Time Record

Day	Mon.	Tues.	Wed.	Thu.	Fri.	Sat.	Sun.
Date							
Start Time							
Finish Time							
Less Lunch							
Daily Total							
Round daily hours to nearest 15 minutes (ex. 0, 15, 30, 45) before summing column.							
Employee Signature						Total Time	
x							

Current Reference/Order Information

Branch No.	Letter	Reference/Order No.

Company Name/Information

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Customer Verification and Signature

I certify that the hours are correct and have read and agree to the Terms of Service.
x

Employee Information

- You are paid according to this official record of daily time worked. Please be accurate. Incomplete, inaccurate or illegible time cards may cause your paycheque to be delayed. Employee and customer signatures must appear on the time card to ensure prompt payment.
- Use a new time card for each position and use a time card each week.
- Please submit your timecard to the nearest branch by 12:00 p.m. (Eastern Time) on Tuesday of each week. Time cards received after 12:00 p.m. (Eastern Time) on Tuesday will not be paid until the following week.

Customer Terms of Service

- Unless Kelly and the Customer have entered into a separate written agreement, Kelly's standard Terms and Conditions, located on the back of Kelly's standard invoice, will apply. For a copy of these Terms and Conditions, contact your Kelly office.
- By signing this time card, you (the customer) acknowledge that Kelly incurs substantial expenses for recruiting, screening, qualifying, training and retraining its employees and you agree to obtain the services of each Kelly Temporary Employee (KTE) only through an order with Kelly. Unless otherwise agreed in writing and signed by both parties you will pay Kelly a maximum of 30% of the individual starting salary if:
 - Kelly introduces a KTE to Customer and Customer hires or retains the KTE in any capacity (a "conversion") either during the assignment, within six months after the last day of the assignment, as permitted by provincial legislation, or
 - Customer receives the services of the KTE or Payroll Service Employee by assignment, arrangement, or contract through another staffing provider (a "transition").
- Payment is due upon receipt of the invoice.