

# People Finders Plus

295 Madison Avenue • New York, NY 10017  
Telephone (212) 953-3772

Employee's Name \_\_\_\_\_  
Please Print \_\_\_\_\_

FIRM \_\_\_\_\_

ADDRESS \_\_\_\_\_ DEPT. \_\_\_\_\_

TEMP, PLEASE FILL OUT:

- Status:     Assignment is Continuing             I am Available  
                Assignment is Completed             I am Not Available
- Check one:     Pick up check             Mail check

EMPLOYEE'S SIGNATURE \_\_\_\_\_

*YOUR SIGNATURE CONSTITUTES ACCEPTANCE IN FULL OF THE TERMS AND CONDITIONS ON REVERSE SIDE*

INSTRUCTIONS FOR CLIENT:

1. Your signature attests to the accuracy of the total hours indicated.
2. Time and one-half will be billed for all hours over 40 during the work week.

SUPERVISOR'S SIGNATURE \_\_\_\_\_

*YOUR SIGNATURE CONSTITUTES ACCEPTANCE IN FULL OF THE TERMS AND CONDITIONS ON REVERSE SIDE*

SUPERVISOR'S NAME (Print) \_\_\_\_\_

Week Ending Sunday   /  /  

| DATE                                 | DAY       | TIME IN | TIME OUT | LESS LUNCH | TOTAL REG. HRS | TOTAL O/T |
|--------------------------------------|-----------|---------|----------|------------|----------------|-----------|
|                                      | MONDAY    |         |          |            |                |           |
|                                      | TUESDAY   |         |          |            |                |           |
|                                      | WEDNESDAY |         |          |            |                |           |
|                                      | THURSDAY  |         |          |            |                |           |
|                                      | FRIDAY    |         |          |            |                |           |
|                                      | SATURDAY  |         |          |            |                |           |
|                                      | SUNDAY    |         |          |            |                |           |
| TOTAL HOURS WORKED TO NEAREST ¼ HOUR |           |         |          |            |                |           |

SUPERVISOR, PLEASE WRITE OUT HOURS \_\_\_\_\_

**CUSTOMER COPY**