

**ITEMS 1-8 MUST BE COMPLETED & RETURNED TO MATTHEWS BY MONDAY 8:00 A.M.**

IF UNABLE TO RETURN TIME CARD BY 8:00 A.M. MONDAY, FAX YOUR COMPLETED TIME CARD TO (847) 249-1133 ON MONDAY. ORIGINAL TIME CARD MUST STILL BE SENT TO ACCOUNTING.

**1** WEEK ENDING SUNDAY / /

**2** YOUR NAME (PLEASE PRINT)

**3** YOUR SOCIAL SECURITY NUMBER XXXX-XX-XXXX

**4** COMPANY NAME (WHERE YOU WORKED)

**5** ARE YOU RETURNING?  YES  NO

**6** It is understood by Matthews Temporary that he/she will be responsible for calling in to check on possible employment opportunities at least one time per week if a job assignment has ended. If you do not call in, this may be considered a voluntary quit. CHECK IN (847) 249-1100.

YOUR SIGNATURE (MATTHEWS TEMPORARY)

**MATTHEWS EMPLOYEE:**

**8**

GIVE TIME TO THE NEAREST 1/4 HOUR	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY		SUNDAY	
	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN	HRS	MIN
TIME IN														
LUNCH OUT														
LUNCH IN														
TIME OUT														
TOTAL														

REMEMBER FOUR (4) HOUR MINIMUM PER DAY FOR EACH TEMPORARY EMPLOYEE

**7** **SUPERVISOR APPROVAL:** PLEASE SIGN. CIRCLE NUMBER OF DAYS EMPLOYEE WORKED AND MARK AN X THROUGH DAYS NOT WORKED

\_\_\_\_\_ 1 2 3 4 5 6 7 \_\_\_\_\_

SUPERVISOR SIGNATURE (CLIENT AGENT) STRAIGHT TIME HOURS          OVERTIME (OVER 40 HOURS)         

It is understood by and agreed between Matthews Professional Employment, Inc. and Client Agent that the following are basic tenants of the employment contract:

1. Temporary workers are to perform only those duties as agreed to in advance of performance.
2. A Temporary worker hired by Client before the completion of 120 days of full-time employment will subject the client to a permanent placement service charge. (See reverse side.)



**MATTHEWS PROFESSIONAL EMPLOYMENT, INC.**  
 WAUKEGAN 847-249-1100 · FAX 847-249-1133  
 LIBERTYVILLE 847-816-6500 · FAX 847-249-1133