

Groupe Insearch, Inc.

Employee Name: _____ Employee Social Security Number: _____

Manager Name: _____ Manager's Office Phone Number: _____

Company Name: _____ Department Name/Number: _____

Week ending: (MM/DD/YY— always a Sunday date) ____/____/____

Day & Date	In	Out	In	Out	Regular Hours	Overtime Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours						

Manager signature: _____ Date: ____/____/____

Employee signature: _____ Date: ____/____/____

Time Card Instructions

Please fax your signed time card to our office no later than 2:00 P.M. each Monday for all hours worked in the previous week.
 311 California Street, Suite 350, San Francisco, CA 94104
 Phone: 415-616-5151 Fax: 415-616-4070

PLEASE TAKE NOTE

It is understood and agreed between Groupe Insearch, Inc. (GIS) and its client, that persons assigned to work for client are employees of GIS and they may not be hired by client for a period of one year from the date of completion of work for client. In the event that client hires a GIS temporary employee on a full or part time basis, or refers a GIS temporary employee to another for full or part time employment at any time within one year from the completion of work for client, client shall owe GIS a placement fee computed as provided in GIS's "FULL TIME PLACEMENT AGREEMENT." If client does not have a copy of GIS's FULL TIME PLACEMENT AGREEMENT one will be immediately faxed or mailed to client upon request. In the event of any dispute over monies owed by client to GIS, the prevailing party shall recover reasonable attorneys fees and costs.