



8109 Staples Mill Road Phone 804-515-8777  
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 www.divinestaffinginc.com

**PRINT FIRMLY AND CLEARLY**

Hold Check

**ASSOCIATE NOTICE:** Please fill in this time card completely. Have your supervisor sign to verify hours and obtain their copy. Time card must be received in our office by 8:00 a.m. on Monday. Failure to turn in your time card by the deadline may delay your check by one week. Failure to notify Divine Staffing of the completion of any assignment will be considered job abandonment and unemployment benefits may be denied.

**I CERTIFY THAT I HAVE WORKED THE HOURS LISTED ON THIS TIME CARD AND I HAVE NOT HAD ANY WORK RELATED INJURIES OR ILLNESSES THAT I HAVE NOT REPORTED TO DIVINE STAFFING.**

Name					Week Ending	Date (Sunday)
Social Security Number						
Client Company Name					<input type="checkbox"/> Assignment Completed <input type="checkbox"/> Returning Next Week	
Date	Time In	Lunch Out	Lunch In	Time Out	Reg Time	Overtime
Mon						
Tues						
Wed						
Thur						
Fri						
Sat						
Sun						
ENTER WEEKLY TOTALS (Round to nearest quarter hour)						

\_\_\_\_\_  
 Temporary Assignment Employee Signature

\_\_\_\_\_  
 Date

**CLIENT NOTICE AND VERIFICATION:** The undersigned, as agent for the client company, certifies that Divine Staffing temporary assignment employee named herein worked acceptably during the period noted on this card. The undersigned also acknowledges and accepts the terms and conditions listed on the reverse side of this time card whereby this temporary associate has been supplied by Divine Staffing. Please read the terms and conditions and retain the client copy.

Authorized Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

QUALITY OF WORK:  EXCELLENT  SATISFACTORY  UNSATISFACTORY

**DIVINE STAFFING TERMS AND CONDITIONS**

Client agrees not to hire directly a Divine Staffing Temporary Assignment Employee while the Temporary Assignment Employee is working on assignment for the client without first obtaining authorization from Divine Staffing. In the event the client desires to hire a Divine Staffing Temporary Assignment Employee while the Temporary Assignment Employee is on assignment for the client, the client agrees that the Divine Staffing Temporary Assignment Employee will remain on Divine Staffing's payroll for 12 weeks/480 hours from temporary assignments employee start date or client will abide by terms on rate agreement.

Client agrees that payment for services of Divine Staffing is due as stated on the invoice (upon receipt). The client agrees to promptly pay the charges evidenced by the time card or any other mutually acceptable recording method.

Client agrees that Divine Staffing is entitled to reasonable collection fees, including attorney fees and any other expenses incurred in the collection of all charges on the client's account(s).

Client agrees to notify Divine Staffing of any changes in the duties or workplace of a Divine Staffing Temporary Assignment Employee originally described to Divine Staffing.

Client agrees to accept full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the operation of a motor vehicle or any powered industrial truck for the client by the Temporary Assignment Employee.

Client agrees that neither Divine Staffing nor Divine Staffing Temporary Assignment Employee will be responsible for physical loss or damage to, or loss of use of, machinery, equipment, materials or other property while in the care, custody or control of Divine Staffing Temporary Assignment Employee

Client agrees to indemnify Divine Staffing and Divine Staffing Temporary Assignment Employee for; (a) injuries (except for bodily injury to Divine Staffing Temporary Assignment Employee covered by Divine Staffing workers' compensation); (b) losses resulting from work performed by Divine Staffing Temporary Assignment Employee in a reasonable, prudent manner and/or as instructed by client; and (c) losses resulting from willful misconduct, or intentional or negligent acts by the client.