Infinity STAFFING

TIME CARDS DUE BY MONDAY

Hollister:	831-638-0360	Text: 831-207-1728
Gilroy:	408-767-2904	Text: 669-333-4697
Los Banos:	209-710-9515	Text: 209-509-8570
Madera:	559-915-5141	Text: 559-915-5141

Email timecard to: time@istaff.biz

PLEASE PRINT AND PRESS HARD ON A FLAT SURFACE

Client	Employee Name
Client Address	
Last Four of your SSN	Week Starting Date (Monday) / Week Ending Date (Sunday)

	START	LUNCH 1	LUNCH 2	END	REG	O.T.	D.T.
MON							
TUE							
WED							
THU							
FRI							
SAT							
SUN							
END OF WEEK TOTAL HOURS							

I certify, under penalty of perjury, that the hours shown hereon were worked by me during the week indicated, and have been approved by an authorized representative of the Client. All hours including regular and overtime that I worked during the covered pay period are being reported and I received all rest and meal periods at appropriate times as per federal and state laws. I understand that I must contact Infinity upon completion of my job assignment Failure to notify Infinity of the completion of my assignment will be considered job abandonment and unemployment benefits may be denied. Any forgery or fraudulent reporting of hours worked will be prosecuted to the fullest extent the law allows. I certify that I have not had any work related injuries or illnesses nor have I been subject to work discrimination or harassment.

Employee Signature	Date

CLIENT NOTICE: The undersigned as a representative for the Client company certifies that the Infinity employee named herein worked acceptably during the time noted on this card. The undersigned as a representative of Client company accepts the terms and conditions listed on the back side of this time card. Please read the terms and conditions on the back side.

CLIENT APPROVAL	
PO / Job #	
Client Name	Title
Client Signature	Date

White copy-Infinity Yellow copy-Customer Pink copy-Employee 8-18-26

We hire candidate(s) as Infinity employees. Infinity Staffing provides all wages, taxes, withholdings, workers compensation and unemployment insurance. Infinity Staffing offers medical benefits and paid sick leave to employees who qualify.

You, the client, supervise, direct and control the work performed by Infinity Staffing employee and assume responsibility for all operational results, including but not limited to: losses or damaged property/equipment, data loss, etc.

Services performed by our employee will be under your direction, supervision and control and you will be responsible for ensuring that the services meet your requirements. You agree to provide our employee with a safe suitable workplace and equipment and to comply with all federal, state, and local laws including workplace specific safety and health training that addresses potential jobsite hazards. You agree to indemnify and hold Infinity Staffing harmless from claims or damages resulting from your non-compliance with applicable laws and regulations.

If you give Infinity employee(s) access to unattended premises, control or care of checks, cash or credit card information, trade secrets or other property of value, then you agree to hold Infinity harmless for any resulting loss or damage(s).

You agree that you will not request or allow our employee to offer financial/professional advice nor will they be placed in an environment outside their assigned scope of work. If a change in job duties occurs, Infinity Staffing must be notified in writing. We, at our discretion, will evaluate and replace candidate(s) if deemed necessary.

At your request, Infinity Staffing will conduct background history checks and/or drug screening(s) as permitted by state law. Cost may vary depending on specific test(s) or report(s) requested and the fee(s) associated will be agreed upon before ordering reports/test(s).