



NON-EXEMPT TIMECARD
From 1/1/2010--12/31/2010

Employee Name: _____ Dept. # _____
 (Please print) (If known)

Week Ending: _____ Company Name _____
 (Sunday's date)

Please round all hours to the nearest quarter

New Day Staffing, Inc. time cards are due each Monday by 12:00 Noon for the prior workweek hours.
Phone Number: 619-481-5400 Fax Number: 619-481-5401

Record In & Out Times	MON 2010	TUES 2010	WED 2010	THURS 2010	FRI 2010	SAT 2010	SUN 2010
IN:							
Begin Lunch:							
End Lunch:							
OUT:							
Daily Regular Hours							
Daily OT Hours							
Daily DT Hours							

Client Approved Total Weekly Hours	Regular Hours:	Overtime Hours:	Doubletime Hours:

EMPLOYEE SIGNATURE: _____	SUPERVISOR NAME: (Please print) DATE: _____
TODAY'S DATE: _____	SIGNATURE: _____

Please check here if your assignment has ended.

Client Information: Client (including any agent or person representing Client) named agrees that New Day Staffing, Inc., (hereinafter referred to as "New Day") certifies that the time set forth as hours worked is correct, that the work was performed in a satisfactory manner, and that the workweek is defined as Monday through Sunday. Timecards presented to New Day by the Client will be assumed by New Day to have been audited for accuracy and will be billed accordingly. Client has not and shall not in the future, without prior written permission from New Day in each instance, do any of the following: (a) entrust New Day employee with unattended premises, cash, negotiable instruments, or other valuables, (b) authorize New Day employee to operate machinery, and/or (c) assign New Day employee to perform work other than the Client described when placing the job order. Please note that New Day's insurance does not cover loss or damage caused by New Day's employee operating Client's owned or leased vehicle(s) and therefore Client accepts full responsibility for the employee driving such vehicle(s), or arising out of or involving violation of (a), (b) or (c) stated above. New Day is not responsible for claims for damaged property within the Client's care, custody or control. New Day is not responsible for claims made on its liability or bond insurance policies unless the Client reports such claims to New Day within 15 days after the occurrence. Client shall indemnify and hold New Day, its subsidiaries, affiliates and agents, and the employer of record harmless from all claims and damages arising out of Client's violation of employment laws, including and without limitation to any OSHA, ADA, EEO and Immigration laws. If there is non-payment for New Day's invoice, Client agrees to be responsible for all collection expenses, including attorneys' fees, interest and any related court costs. **Client is responsible for notifying New Day when employees are converted to Client's own payroll or are no longer on assignment.**

Employee Information: As an employee of New Day Staffing, Inc. (hereinafter referred to as "New Day"), your signature above acknowledges and confirms that: (a) the time set forth as hours worked is correct and that you understand that the work week is defined as Monday through Sunday, (b) while working at the Client premises you will adhere to California state law governing hourly wages, lunch and other breaks, along with abiding by safety rules and regulations, and (c) if you believe that the Client is in violation of any workplace practices governed by the California state law, you are required to notify New Day immediately and that your failure to do so will be interpreted by New Day as your agreement that the Client has abided by all California state workplace practices. **Although the Client may choose to remit your completed timecard to the New Day office directly, you understand it is your responsibility to call the New Day office to verify that your timecard was received. Your employee signature above is your understanding and agreement to these terms.**