



TIMECARD

EMPLOYEE NAME (First)

(Middle)

(Last)



VOLT EMPLOYEE ID

ASSIGNMENT ID

CUSTOMER

CUSTOMER ID

CUSTOMER LOCATION (CITY, STATE)

CUSTOMER DEPARTMENT

LOCAL VOLT OFFICE LOCATION (CITY, STATE)

Assignment Completed?
or Returning?

WEEK ENDING DATE

Month

Day

Year

This timecard must be completed and submitted to Volt by Monday at Noon.



	Time In		Meal Start		Meal End		2nd Meal Start		2nd Meal End		Time Out		TOTAL HOURS WORKED	
	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.	Hrs.	Min.
Monday														
Tuesday														
Wednesday														
Thursday														
Friday														
Saturday														
Sunday														

WRITE IN ALPHA CHARACTERS TOTAL HOURS WORKED: _____

Hours
and
Minutes

TOTAL FOR WEEK

HRS. MIN.

Special Processing/Other Earnings:

This section can be used to add notes for Differential, Health & Welfare, etc.

*When applicable and required by law, if your daily work period is more than 10 hours and less than 12 hours, please enter the second meal period start/end times, unless you have waived the second meal period and signed the Meal Period Waiver Form.

BY SIGNING BELOW, THE EMPLOYEE ATTESTS THAT THIS IS A TRUE AND ACCURATE RECORD OF HOURS WORKED AND THAT ALL BREAKS AND LUNCH PERIODS, AS REQUIRED BY LAW, HAVE BEEN TAKEN, INCLUDING ANY SECOND MEAL PERIOD IF APPLICABLE. IF EMPLOYEE HAS ANY ISSUES WITH TIMECARD OR PAY, CONTACT YOUR VOLT REPRESENTATIVE OR HR DEPT. IMMEDIATELY.

Employee Signature: X

CUSTOMER'S SIGNATURE BELOW AUTHORIZES VOLT TO PAY ITS EMPLOYEE AND BILL CUSTOMER FOR THE TOTAL HOURS WORKED, AND ACKNOWLEDGES AND AGREES THAT THE WORK WAS PERFORMED PURSUANT TO THE APPLICABLE TERMS AND CONDITIONS AND CHARGED AT RATES PREVIOUSLY AGREED UPON OR COMMUNICATED TO YOU BY VOLT, AND UNDER THE TERMS BELOW.

Customer's
Authorized Signature: X

Customer's
Printed Name: _____

ACCOUNTING USE ONLY	
Hours Processed	
<input checked="" type="checkbox"/> TC ID	

The person signing this time card represents that he/she is the Customer's authorized representative and hereby certifies that the hours shown on this timecard are correct and that the work was performed in a satisfactory manner, and further acknowledges the following:

- The Volt employee is assigned on the basis of a particular job description whose job duties are not to be changed without Volt's written consent.
- Customer represents that its work site complies with all OSHA and other applicable laws, rules and regulations. Customer warrants that Volt assigned employees shall be included in all Customers' safety programs and given site specific safety training for the position assigned as appropriate.
- Volt employees shall not operate or drive any motorized vehicle or operate any machinery (except office machinery) without Volt's prior written consent.
- Volt assumes no responsibility if Volt employees handle cash, securities or other valuables or other sensitive data including but not limited to Private Health Information or Personal Information without Volt's prior written consent.
- A Volt assigned employee is prohibited from rendering a professional opinion and/or service from which a license is required, and has no authority to obligate Volt and/or sign their name or the Volt name to any tax return, legal or financial opinion/statement or architectural or engineering plan.
- Customer is responsible if damages result from a Volt employee's performance of an unauthorized activity conducted on behalf of the Customer and/or from a breach of these provisions.
- Volt has incurred considerable cost and expense to advertise for, recruit, evaluate and retain its temporary employees. In consideration of these services, Customer and/or Customer's Client agree(s) that in the event a Volt employee is employed by Customer or Customer's Client, directly or indirectly, within 90 days from last day of the employee's assignment with the Customer or Customer's Client, Customer and/or Customer's Client shall pay to Volt a fee of twenty five (25%) percent of the employee's annual salary.
- Volt employees are compensated on a weekly basis. Customer will be billed weekly for the hours reflected on this timecard. Payment is due upon receipt of the invoice. Overtime and double time hours will be determined by applicable state and federal laws. Customer has responsibility to maintain a copy of this time form to verify and match with Volt's invoices. In the event that the Customer fails to pay Volt's charges when due, Customer shall be responsible for and pay all collection and/or litigation costs incurred by Volt including reasonable attorney's fees.
- Customer will comply with all applicable federal, state/provincial and local laws, statutes and regulations governing the employment of Volt employees.
- Details of these and other terms are contained on our invoice. A copy is available from any of our locations upon request.

VOLT IS AN EQUAL OPPORTUNITY EMPLOYER

VTC 804Y (09/28/2017)