



TIMECARD

EMPLOYEE NAME (First) (Middle) (Last)

This timecard must be completed and submitted to Volt by Monday at Noon.
Send approved timecards to VoltTimecards@volt.com or fax to 714-941-1742.
For payroll questions, to report if you are not provided with a meal period or not authorized or permitted to take a rest period in accordance with Volt's policies, or if someone instructs you to falsify your time card, contact the Volt Payroll Support Hotline at 844-880-9154 or VoltPayrollHotline@volt.com.



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



	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. Employees are required to review and be familiar with Volt's Meal and Rest Break Policies.

By signing below, I certify that my entries accurately reflect the time I worked, and that I have been provided with all meal breaks and authorized and permitted to take all rest breaks in compliance with Volt's meal and rest break policies. No one has instructed me to submit inaccurate time. I understand that falsification of my time card is a serious offense that will subject me to discipline up to and including termination. I also understand that if anyone instructs me to submit an inaccurate time card, such conduct violates Volt's policy, I must report the violation to Volt, and I will not be retaliated against for doing so.

Employee Signature: X

Customer's Authorized Signature: X

Customer's Printed Name: _____

ACCOUNTING USE ONLY		
Hours Processed		
	TC ID	

The person signing this time card represents that he/she is the Customer's authorized representative, authorizes Volt to pay its employee and bill Customer for the total hours worked, and acknowledges the following :

- The work was performed pursuant to the applicable terms and conditions and charged at rates previously agreed upon or communicated to Customer by Volt. The Volt employee is assigned on the basis of a Customer's 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.