



**Working World Inc. Staffing Services**  
 (815) 455-4490 FAX (815) 459-4580  
 EMAIL payroll@work-world.com

Employee Name

Client Company

Week Ending Date (Saturday)

Day	Date	Start Time	End Time	Less Lunch	Total Hours
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL HOURS: Rounded to Nearest Quarter Hour					<input type="text"/>

I certify that the hours shown on this time card were worked by me & are approved by the Dept. Head or Supervisor for whom I worked. I agree to notify Working World within 48 hours of the end of each assignment. If I fail to do so, Working World may assume that I have voluntarily quit & am not available for work. I certify that no accident or injury was sustained on the assignment unless noted below.

Injury/Accident: \_\_\_\_\_  
 Assignment completed: Yes  No

Employee Signature

**CLIENT VERIFICATION:** The undersigned, as Agent for the client, certifies the following: information completed on this time card is correct & work was completed in a satisfactory manner; the terms & conditions on the reverse side of the green client copy of this time card have been reviewed and accepted; a settlement fee to be determined by Working World Inc. is due should the client transfer a Working World Inc. employee to their payroll prior to the agreed upon period; Working World Inc. employees will perform the work requested by the client & will not be utilized in any other position unless agreed upon in writing by Working World Inc.; **the client agrees to pay invoices upon receipt including service charges of 1.5% per month for invoices outstanding over thirty days; Client agrees to pay Working World Inc.'s reasonable costs of collection, including but not limited to, its court costs and attorney fees.** Client shall not allow any Working World Inc. employee to operate a motor vehicle in the course of employment. If client allows a Working World Inc. employee to operate any motor vehicle then client shall indemnify and hold Working World Inc. harmless, including but not limited to its reasonable attorney's fees, from any and all claims and or causes of action arising out of the operation of said motor vehicle.

Authorized Signature  Date

Printed Name  Title

White - Working World Copy      Green - Client Copy      Yellow - Employee Copy

**Instructions to Working World Inc. Employee**

1. Please fill out this time card in TRIPLICATE, recording the actual time worked each day. FIGURE TIME TO NEAREST ¼ hour.
2. Have it approved by the Department Head or Supervisor for whom you are working at the end of each week and/or on the last day of your assignment.
3. Leave the GREEN client copy of the approved time card with the Department Head or Supervisor.
4. E-mail ([payroll@work-world.com](mailto:payroll@work-world.com)), fax (815/455-4490) or deliver your time card to WORKING WORLD INC. at the END OF EACH WEEK. It must reach us no later than the following Monday morning to insure prompt payment.
5. Keep this yellow copy for your records.
6. Call WORKING WORLD INC. in Crystal Lake (815/455-4490) or Fox Lake (847/587-2442) when your job is completed.
7. If for any reason you cannot report to work, please call WORKING WORLD INC. a minimum of 2 (two) hours before the start of your shift. You can contact Crystal Lake at 815/455-4450 or Fox Lake at 847/587-2442.
8. For a change in your marital status, number of dependents, address, or phone number, phone WORKING WORLD INC. at 815/455/4490.

**Additional Terms and Conditions**

1. Client shall not entrust Working World Inc. employees with unattended premises, cash, negotiables, or other valuables or authorize such employees to operate machinery or motor vehicles without prior written permission from Working World Inc. in each instance.
2. Working World Inc. does not cover loss or damage caused by Working World inc. employees operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a Working World Inc. employee driving such vehicle(s), or arising out of or involving by Client of paragraph (1) above.
3. Client shall indemnify and save Working World Inc. harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to the premises owned or controlled by Client and which Working World Inc. employees are assigned.
4. The Client recognizes Working World Inc. employer relationship with its personnel, and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc., with Working World Inc. The client further agrees that if a Working World Inc. employee is hired by the Client or transferred to another staffing or outsourcing agency without written agreement from Working World Inc., the Client will pay a conversion charge determine by Working World Inc.
5. The Client acknowledges his/her understanding that Working World Inc. invoices are for labor and therefore agrees to pay such invoices immediately upon receipt. In the event the client fails to pay the charges of Working World Inc. (whether for temporary services or settlement fee) when due, we (the Client) shall pay service charges, all collections and/or litigation costs plus reasonable attorney's fees.