



WOOD PERSONNEL SERVICES

"Just good people."

IT Placement & Executive Search Services Division

615-399-0019 - Phone
615-399-1930 - Fax

Company

Week Ending Date

Address

City

REPORT ALL TIME TO THE NEAREST 1/4 HOUR

Day	Date	Time Started	Time Finished	Less Mealtime	Reg Hours	OT Hours	Supervisor Initials
SUN							
MON							
TUES							
WED							
THUR							
FRI							
SAT							

TOTAL HOURS Reg. OT

TOTAL FOR WEEK

I hereby certify that the hours shown were worked by me during the week ending shown above, and were properly certified by an authorized representative of the named company at the bottom hereof.

EMPLOYEE SIGNATURE

WPS CLOCK NO.

PRINT NAME CLEARLY

CUSTOMER APPROVAL

The undersigned is an authorized representative of the company and certifies the above hours are correct and work was performed satisfactorily.

IMPORTANT: Customer's signature on this document constitutes acceptance of WPS' Permanent Placement Fee Schedule, a copy of which has been provided to Customer. Customer also agrees not to permit WPS' employees to change contractor/temporary employment services while under customer supervision. In the event Customer breaches this agreement by the employment of one of WPS' employees without written approval or without paying or agreeing to the hourly rate offered by WPS, then CUSTOMER SHALL BE LIABLE FOR THE FULL PERMANENT PLACEMENT FEE PLUS ALL COSTS OF COLLECTION INCLUDING BUT NOT LIMITED TO REASONABLE ATTORNEY'S FEES.

BY

TITLE

FAILURE TO NOTIFY WOOD PERSONNEL UPON COMPLETION OF YOUR JOB ASSIGNMENT MAY BE CONSIDERED AS BEING UNAVAILABLE FOR WORK AND HAVING VOLUNTARILY QUIT YOUR EMPLOYMENT.

**DUE AT WOOD PERSONNEL SERVICES BY 5:00 P.M. MONDAY
EMPLOYEE PLEASE KEEP LAST COPY**

MAIL CHECK

HOLD CHECK FOR PICKUP

PAYROLL DEPARTMENT FAX 399-3475