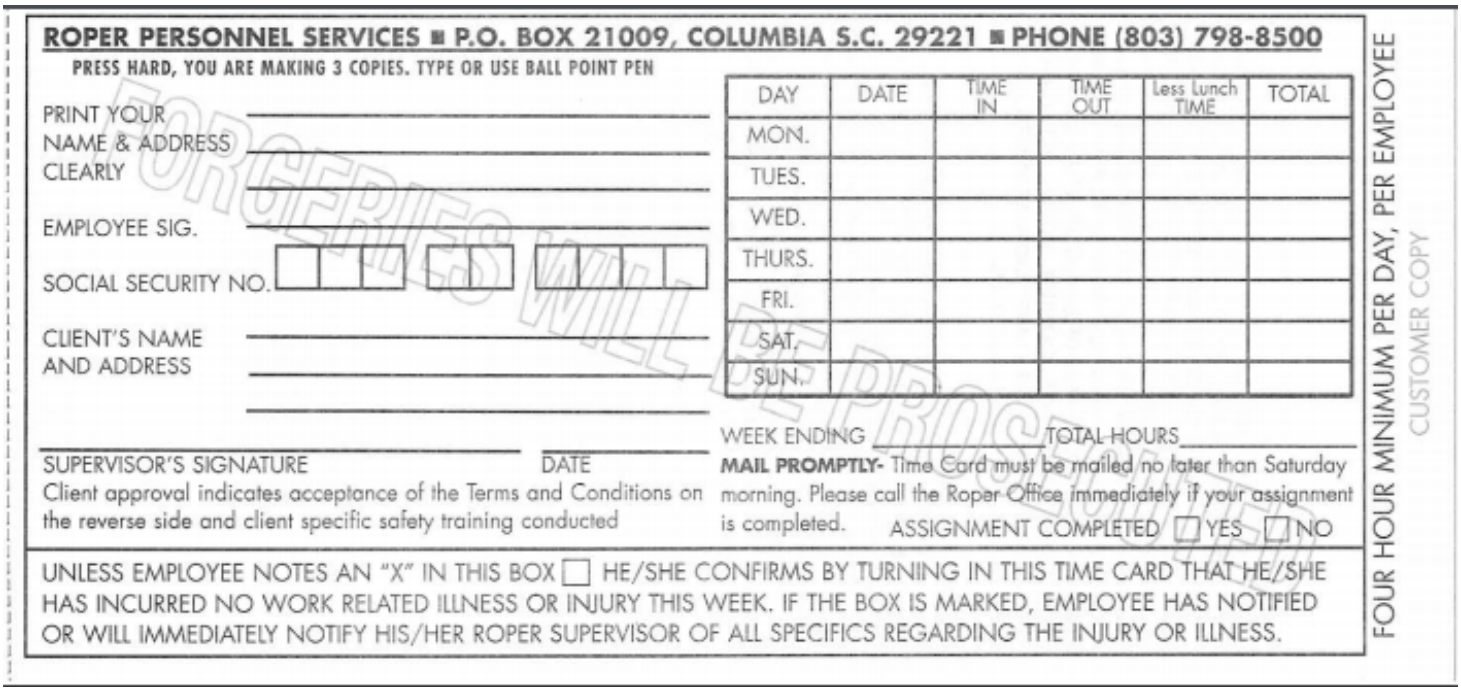


ROPER PERSONNEL SERVICES ■ P.O. BOX 21009, COLUMBIA S.C. 29221 ■ PHONE (803) 798-8500

PRESS HARD, YOU ARE MAKING 3 COPIES. TYPE OR USE BALL POINT PEN

PRINT YOUR NAME & ADDRESS CLEARLY

EMPLOYEE SIG.

SOCIAL SECURITY NO.

CLIENT'S NAME AND ADDRESS

DAY	DATE	TIME IN	TIME OUT	Less Lunch TIME	TOTAL
MON.					
TUES.					
WED.					
THURS.					
FRI.					
SAT.					
SUN.					

SUPERVISOR'S SIGNATURE DATE

Client approval indicates acceptance of the Terms and Conditions on the reverse side and client specific safety training conducted

WEEK ENDING TOTAL HOURS

MAIL PROMPTLY- Time Card must be mailed no later than Saturday morning. Please call the Roper Office immediately if your assignment is completed. ASSIGNMENT COMPLETED ☐ YES ☐ NO

UNLESS EMPLOYEE NOTES AN "X" IN THIS BOX ☐ HE/SHE CONFIRMS BY TURNING IN THIS TIME CARD THAT HE/SHE HAS INCURRED NO WORK RELATED ILLNESS OR INJURY THIS WEEK. IF THE BOX IS MARKED, EMPLOYEE HAS NOTIFIED OR WILL IMMEDIATELY NOTIFY HIS/HER ROPER SUPERVISOR OF ALL SPECIFICS REGARDING THE INJURY OR ILLNESS.

FOUR HOUR MINIMUM PER DAY, PER EMPLOYEE

CUSTOMER COPY

FORGERIES WILL BE PROSECUTED

To Our Client:

By signing above, you certify that the recorded hours are correct and the work was performed in a satisfactory manner. You also agree to notify Roper Staffing if you are interested in hiring this employee within six months of the above date. If you hire said person you agree to permit this employee to remain on the Roper Staffing payroll for 520 hours from the date our offer of employment is accepted. Employer shall not entrust Roper Staffing employees with unattended premises, cash, negotiables or other valuables.

Terms: Net Cash

All accounts 30 days past due are subject to a finance charge of 1.5%, per month, which is an annual percentage of 18.0%.

In the event of a default in the payment of fees as agreed, and if collection of said funds is placed in the hands of a collection agent or an attorney at law, the above signed agrees to pay all costs of collection, including a reasonable attorney's fee, which shall be added to any amount already due.

To Our Employee:

We appreciate your working for Roper Staffing and remind you, as our employee, to:

1. Fill out this card accurately.
2. Have it signed by your supervisor (or other authorized client representative).
3. Time cards are due in by Monday at Noon. You can mail or bring directly to our office. Your supervisor may prefer to email or fax the time card to us. ***Faxed time cards cannot be accepted for employees on assignment with state agencies.**
4. Use a separate time card for each assignment and a new card for each week on the same assignment.
5. Call your Roper supervisor when you complete an assignment or need assistance of any kind.