



# Albion Staffing Solutions, Inc.

Fax to: Miami Dade: (303) 406-1010 / Broward: (954) 796-5155

**Time Card must be received by Monday Noon**

**COMPANY NAME**

**Week Ending Saturday**

Address

City

Employee Name:

SS#

Employee Signature:

X

Assignment:  Ongoing  Completed

By signing above, I certify that the hours shown are true and accurate. I understand that failure to submit my approved time card by Monday Noon may result in a processing delay of my payroll. I further understand that it is my responsibility to inform Albion of any change in employment availability and that, in the event that Albion is NOT contacted after the completion of any assignment and weekly thereafter, Albion will dispute any claim for Unemployment Benefits.

Please insert hours in Hour: Minute format. Do not use decimal format

	Start	End	Less Lunch	Hours Worked
Sunday:				
Monday:				
Tuesday:				
Wednesday:				
Thursday:				
Friday:				
Saturday:				

Work in excess of 40 hours is overtime at 1.5 times regular pay rate

**Total Hours:**

Supervisor's Name/Title:

Supervisor's Telephone:

Approved by Company/Supervisor's Signature:

X

PO Number:

By signing above, I certify, understand and accept that I am authorized to sign on behalf of the Company, that the work performed was of a satisfactory nature and that the hours shown are correct. Further by signing above, this represents my authority to invoice the Company for these hours and for Albion to receive payment in accordance with our Agreement. Further, I understand that any individual sent by Albion to work or interview represents a substantial investment and agrees that if, within one year from the end of the assignment or last communication, that individual is hired on a temporary, full time or consulting basis, it will be through Albion and agree to pay Albion a placement fee at an amount equal to 20% (twenty percent) of that individual's first year's compensation.

Unsigned and altered Time Cards cannot be accepted.

Form ASSI-14 / Rev 4

Clerical – Warehouse – Healthcare – Accounting/Finance – Call Center – Logistics – Crewing

<b>DORAL:</b>	2520 N.W. 97 <sup>TH</sup> Ave, #110, Miami, FL 33172	<b>TEL:</b> (305) 406-1000	<b>FAX:</b> (305) 406-1010
<b>PEMBROKE PINES:</b>	1749 N University Drive, Pembroke Pines, FL 33324	<b>TEL:</b> (954) 965-2334	<b>FAX:</b> (954) 965-2337
<b>CORAL SPRINGS:</b>	10162 W Sample Road, Coral Springs, FL 33065	<b>TEL:</b> (954) 796-3336	<b>FAX:</b> (954) 796-5155
<b>NEW YORK:</b>	40 Railroad Ave, Valley Stream, NY 11580	<b>TEL:</b> (516) 561-1919	<b>FAX:</b> (516) 561-6262
<b>HEALTHCARE:</b>	3850 SW 87th Ave, #305, Miami, FL 33165	<b>TEL:</b> (305) 225-6772	<b>FAX:</b> (305) 225-6959

www.AlbionStaffing.com – www.AlbionAccounting.com – www.AlbionHealthcare.com – www.AlbionCallCenter.com