



P.O. Box 12780, New Bern, NC 28561
 Phone: 1.800.633.9715 or 252.638.3036 Fax: 252.638.5087

IMPORTANT: Your name and address must be clearly printed or typed in the following section.

You must sign your timecard.

Check here if this is a new address

Employee: _____

Employee ID#: _____

Address: _____

City/State/Zip: _____

CLIENT INFORMATION

Name: _____

Address: _____

City/State/Zip: _____

Client Representative: _____

Employee: Record time below. Round to the nearest ¼ hr

Day	Date	Time Started	Time Finished	Less Lunch or Absences	Total Hours For the Day
Sun					
Mon					
Tues					
Wed					
Thur					
Fri					
Sat					
				Total Regular Time for Week	
				Overtime for Week	

Blue Arbor field employees are guaranteed pay for a minimum of 4 hours per day. Clients are billed accordingly. Overtime is paid and billed (time and one-half) for all approved hours worked over 40 per week. To avoid a 4 hour minimum charge, a 24 hour cancellation is required.

An authorized Client signature grants Blue Arbor permission to invoice Client for services rendered by Blue Arbor. Furthermore, Client acknowledges and agrees to the following temp-to-hire policy. A minimum of 600 hours per Blue Arbor employee must be worked or payment of a conversion fee to Blue Arbor is required to hire any Blue Arbor employee. This is reasonable compensation for administrative expenses involved in the hiring process and the loss of the services of the Blue Arbor employee.

Employee

Signature: _____
 I hereby verify that I worked the hours reported above.

Client Authorization:

I hereby verify that the hours listed above are correct.
 (Please draw a line through days not worked.)

 Date By: Authorized Client Signature

General Information

Client agrees it must have prior written consent to utilize Blue Arbor field employees to operate vehicles, equipment or any dangerous or unprotected machinery or work on ladders and/or scaffolding.

Blue Arbor insurance does not cover claims of the employees for loss of damages incurred while operating Client's owned or leased motor vehicles and Client accepts full responsibility for such claims, including defense thereof, property damage or other public vehicles.

Client agrees to indemnify and save Blue Arbor harmless from claims, penalties or damages arising out of violations of Occupational Safety & Health Act as related to premises owned/leased or supervised by Client and to which Blue Arbor employees are assigned.

Client agrees that it will not entrust Blue Arbor employees with unattended premises, checks, cash or other valuables without written permission from Blue Arbor.

Blue Arbor field employees are responsible for notifying Blue Arbor within 30 minutes of all work related injuries. Upon notification, Blue Arbor will approve and coordinate all required medical care. In the event any injury occurs after hours, a message should be left on our answering machine. In the event medical treatment is needed after hours, your supervisor will know how to reach Blue Arbor at one of our emergency telephone numbers.