



455 St. Andrews Road  
Suite C-4  
Columbia, SC 29210

798-0556

WEEK ENDING DATE (SUNDAY)		
Month:	Day:	Year:

EMPLOYEE NAME (print)
SOCIAL SECURITY NUMBER

I certify that the hours shown were worked by me during the week indicated and that I was not injured on the job unless otherwise noted in Comments. I acknowledge that I may not accept employment with the client company prior to 182 days after my last day of work for them, unless I have worked at least 480 hours on an assignment with them for JPS.

JPS EMPLOYEE SIGNATURE \_\_\_\_\_

CLIENT #	WEEK	REG HOURS	OVERTIME	P.O.#

CLIENT COMPANY NAME:					
Specific Job Site (if applicable)					
Day	Date	Start	End	Less	Hours
MO					
TUE					
WE					
TH					
FRI					
SA					
SU					
GRAND TOTAL OF HOURS WORKED					

The undersigned, an authorized representative of the client company, certifies that the total hours are correct and that all work was performed satisfactorily and agrees to the following: (a) JPS employees are not to change job duties without prior JPS approval. (b) Client acknowledges that its work site complies with all OSHA & other applicable safety regulations & agrees not to expose JPS employees to unnecessary hazards. (c) Client will not allow JPS employees to perform any of the following without the prior written consent of JPS: drive a vehicle, operate machinery other than office equipment, or handle cash, securities or other valuables. If this prior written consent is not obtained, client waives all rights to make a claim against JPS and relieves JPS from all liability and responsibility for any damage, loss or expense which client incurs resulting from this unauthorized activity and agrees to indemnify and hold harmless JPS from & against all claims, damages, bodily injuries, losses & expenses resulting from these unauthorized activities. (d) Client agrees that if the JPS employee listed above is employed by client 182 days after the employee's last work day for the client, client shall pay JPS a liquidation damage fee in accordance with the schedule maintained by JPS, unless the employee has worked a minimum of 480 hours on a JPS assignment with the client.

AUTHORIZED CLIENT SIGNATURE \_\_\_\_\_

**IMPORTANT: Please "x" out any days not worked. Thank you!**