



Employee Instructions and Conditions:

1. This time card must be signed by an authorized client representative.
2. This time card must be in our office by 12 NOON on Monday following the week worked. It is totally your responsibility (not the client) to turn your time card in on time. Failure to submit your timecard by the deadline will result in a delayed payment.
3. No hours will be taken over the telephone.
4. As an employee of AVANT Group, LLC, I hereby agree to forward to AVANT all time sheets properly prepared and to immediately notify AVANT if I accept employment with an AVANT client with whom I have worked in the last 6 months.
5. I agree to report my availability weekly as required by policy. Failure to adhere to this policy will be considered a voluntary resignation from AVANT Group, LLC.
6. My signature certifies that the reported times are correct, and my understanding and acceptance of these terms and conditions.

Client Agreement:

1. It is understood that the individual signing or transmitting the time record is an authorized representative of the company and hereby certifies that the hours are correct, that the work was performed satisfactorily, and authorizes invoicing of same.
2. All overtime hours will be billed at time and one half.
3. There is a four (4) hour minimum billing per person assigned.
4. Client will NOT entrust AVANT employees with the care, custody, or control of cash, negotiable instruments, vehicles, valuables, or similar property without the prior consent of an authorized AVANT representative.
5. Client and AVANT hereby agree, that if a client utilizes either directly (by hiring) or indirectly (by referring to another company), an AVANT employee within a one-year period from last assignment with Client, Client agrees to continue the employee on AVANT's payroll for an additional 520 hours at the prior existing hourly rate. Client may choose to pay a liquidation fee equivalent to 20% of the estimated total annual earnings of the employee in lieu of continuing the 520 hour period.
6. Client agrees not to directly compensate AVANT employees for any work performed.
7. Client agrees that this document may be completed in multiple parts and that a photocopy or facsimile of this document constitutes an original agreement.
8. In the event suit is brought, or an attorney is retained, to collect any monies due, AVANT shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorney's fees, court costs, costs of investigation and other related expenses incurred in connection therewith.

TO ENSURE YOUR PAYCHECK, TIME CARDS MUST BE RECEIVED BY MONDAY AT 12:00 PM



WWW.AVANT.JOBS

P.O. Box 13848
 Durham, NC 27709
 (919) 361-2056

Any time worked over 40 hours in our work week
 is calculated at an overtime rate

INDICATE HOURS WORKED TO THE NEAREST 1/4 HOUR (15 MIN = .25 HRS)

Customer Name	
Supervisor	
Social Security Number	
Employee Name (Please Print)	

I certify (1) I have worked the hours on the designated days as indicated on this card and verified by the authorized client representative and (2) I accept the terms and conditions above.

Employee Signature	
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Authorized client, please sign below indicating that hours are correct and your acceptance of the terms and conditions above.

Authorized Client Signature	
Date	

Day	Date	Time In	Less Lunch	Time Out	Total Hours
Mon.					
Tue.					
Wed.					
Thu.					
Fri.					
Sat.					
Sun.					
Is this assignment over?		Yes	No	Total Hours For Week	

Time cards must be in our office by Monday 12:00 PM following the week you work. Time cards received after that time will be paid one week later.