

EMPLOYEE TIME CARD  
TIME CARDS DUE MONDAY AT 8:00 A.M.  
AT KAM PLACEMENT SERVICE OFFICE



115 Suburban Road  
Knoxville, TN 37923  
Phone (865) 531-2766  
FAX: 531-9041

**A Division of the Knoxville Academy of Medicine**

THIS SECTION TO BE COMPLETED BY CLIENT

PRACTICE NAME

BILLING ADDRESS

CITY STATE ZIP

The signature below constitutes acceptance of all information on this card and all terms and conditions as listed under client agreement.

CLIENT SIGNATURE

TITLE

EMPLOYEE NAME FOR WEEK ENDING

THIS SECTION TO BE COMPLETED BY EMPLOYEE					
	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	TOTAL HOURS*
MON					
TUE					
WED					
THU					
FRI					
SAT					
SUN					
TOTAL HOURS FOR THE WEEK					

\*To The Nearest Quarter Hour  
4 hr. min. per day required

EMPLOYEE SIGNATURE I certify that the hours shown were worked by me during the week indicated.

HAS ASSIGNMENT BEEN COMPLETED?  YES  NO

***KAM Placement Service, Inc.***  
**A Division of the Knoxville Academy of Medicine**

**CLIENT AGREEMENT**

It is understood that the individual signing this time sheet is an authorized representative of the company and hereby certifies that the hours are correct and that the work was performed satisfactorily.

Client agrees that no insurance is afforded by KAM Placement Service for physical loss or damage of customer's machinery, equipment, material or any motorized vehicle (whether licensed for road use or not) in the care, custody or control of KAM Placement Service, its agents or employees. Also, the client accepts full responsibility for claims involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage.

Client will not entrust KAM Placement Service employee with the care, custody or control of cash, negotiates, valuables or other similar property. It is understood and agreed that any claim arising from any loss described above must be reported in writing to KAM Placement Service within (10) days after discovery of the occurrence.

Client agrees that he/she should not contact or hire the temporary named on this time sheet on either a temporary or permanent basis within six months from the date on the time sheet. If client desires this temporary to work for them BEFORE THE SIX MONTH PERIOD HAS EXPIRED the temporary must be hired through KAM Placement Service. If temporary is contracted without notifying KAM Placement Service, a liquidation fee will be charged. If the client desires to hire the person on a permanent basis, it is agreed that notification of this intent will be given to KAM Placement Service and that a reasonable permanent placement fee will be determined at that time.