ADVANCED PERSONNEL SERVICES PAYROLL POLICY

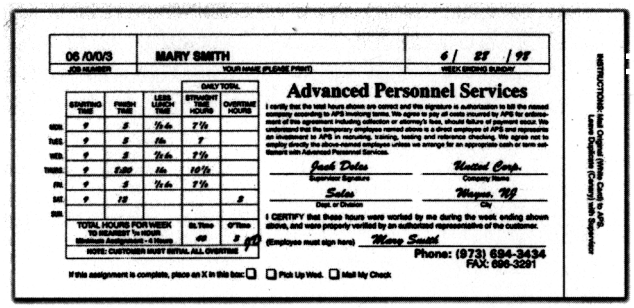
Welcome

Welcome to Advanced Personnel Services! By registering, you have joined a family owned and operated personnel service that has been supporting the North Jersey business community for over 60 years. Since 1945, our temporary associates have relied on our long-standing policy of professional service with a personal touch.

Please know that we take pride in being a select organization dedicated to providing you with the best possible temporary assignments at top hourly pay rates. Whatever your schedule or skill level, we will work with you until we have found the right temporary assignment for you.

The following information outlines our general payroll policies and should be kept for handy reference. Should you ever have any questions, please don't hesitate to contact our office. Based on our years of experience, we have also listed suggestions that allow you to become a successful Advanced Personnel associate. We at APS are fully aware that our continued success is a result of the quality temporary associates we provide to our clients. Therefore, we welcome you to the "Advanced Team" and look forward to building a mutually beneficial working relationship!

Time Cards


06 /0/0/3
MARY SMITH
6 / 28 / 98
JOB NUMBER
YOUR NAME (PLEASE PRINT)
WEEK ENDING SUNDAY

	STARTING TIME	FINISH TIME	LESS LUNCH TIME	DAILY TOTAL STRAIGHT TIME HOURS	DAILY TOTAL OVERTIME HOURS
MON.	9	5	1/2 hr	7 1/2	
TUES.	9	5	1hr	7	
WED.	9	5	1/2 hr	7 1/2	
THURS.	9	8:00	1hr	10 1/2	
FRI.	9	5	1/2 hr	7 1/2	
SAT.	9	12			3
SUN.					
TOTAL HOURS FOR WEEK TO NEAREST 1/4 HOUR Minimum Assignment - 4 Hours				St. Time 40	O'Time 3

NOTE: CUSTOMER MUST INITIAL ALL OVERTIME

Advanced Personnel Services

I certify that the total hours shown are correct and this signature is authorization to bill the named company according to APS invoicing terms. We agree to pay all costs incurred by APS for enforcement of this agreement including collection or attorney's fees, should failure of payment occur. We understand that the temporary employee named above is a direct employee of APS and represents an investment to APS in recruiting, training, testing and reference checking. We agree not to employ directly the above-named employee unless we arrange for an appropriate cash or term settlement with Advanced Personnel Services.

Jack Doles — Supervisor Signature
United Corp. — Company Name
Sales — Dept. or Division
Wayne, NJ — City

I CERTIFY that these hours were worked by me during the week ending shown above, and were properly verified by an authorized representative of the customer.

(Employee must sign here) Mary Smith

Phone: (973) 694-3434
FAX: 696-3291

If this assignment is complete, place an X in this box: ☐ ☐ Pick Up Wed. ☐ Mail My Check

INSTRUCTIONS: Mail Original (White Card) to APS. Leave Duplicate (Canary) with Supervisor

Every assignment must have its own time card. One assignment may run for several weeks in which case you send in a time card at the end of each week.

Fill in the Job Order Number, your name, and week-ending date (our week ends Sunday at midnight). Also complete the company name, the department or division in which you worked, along with the location of the company.

Indicate the hour you start, the hour you leave and deduct time off for lunch. Enter daily, the total hours worked. If you worked overtime at your supervisor's request, record this time on the proper line. Also have your supervisor initial all overtime entries.

At the completion of each assignment, or at the end of the week, add up the number of hours worked, both straight time and over-time. Enter these figures in the boxes at the bottom of the time card.

Have your Supervisor approve and sign the time card. Leave the yellow copy marked "supervisor copy" with him/her.

Payroll

Payroll is processed on a weekly basis. The deadline for payroll is 12:00 noon Tuesday. If your time card reaches our office by the deadline, you may pick up your check on Wednesday or we will mail it to you.

To ensure your time card reaches our office in time for payroll, please follow these simple guidelines:

- Time cards can be dropped off at our office 8 am - 6 pm, Mon - Fri.
- Time cards that are mailed should be mailed on Friday.
- If you fax your time card, please follow up with a phone call before Tuesday noon to verify receipt. NOTE: If you fax your time card to us each week we still need the **original time card.**

All time cards we receive later than Tuesday at noon will be processed the following week.

Paychecks can be picked up in our office on Wednesdays from 8:00 am to 5:00 pm. We mail all checks by 5:00 pm sharp unless we receive a phone call from you to hold your check. NOTE: Marking the "Pick up Wed." box on the time card means you will pick up your check between 8:00 am and 5:00 pm.

When you receive your first paycheck from Advanced Personnel Services, please review it carefully to assure your name, address, social security number, and payroll deductions are correct.

If you have questions concerning any aspects of your time card or paycheck, please give us a call. We would be happy to help you.