

Hatch

Staffing Services

Please Print/Press Firmly

NAME: _____

SS#: _____

COMPANY NAME: _____

	Date	Time Started	Time Finished	Less Lunch	Hours Worked
Mon.					
Tues.					
Wed.					
Thurs.					
Fri.					
Sat.					
Sun.					
Total Hours					

Time Slips Due By 5pm Monday

I understand it is my responsibility to call Hatch when my assignment has ended. No notification of my availability will mean that I have quit my employment through Hatch.

Verification

Customer Signature: _____

Employee Signature: _____

I understand the hiring of an employee from Hatch would require the employee to remain on Hatch's payroll for 520 hours or a prorated buy out fee would apply. Please contact your representative if you have any questions.

Fax To Hatch Staffing 414-272-8268