Important Notice Regarding Your Time Card

As an employee of Personnel Plus you are required to complete your timecard accurately and correctly. This includes the accurate recording of actual time that you work. It is against company policy for you or any employee to check-in or check-out for any other co-worker. Such illicit activity will be viewed as falsifying hours worked and will be grounds for immediate termination of all parties involved.

Remember that it is your responsibility to obtain a client authorized signature and ensure that your timecard is turned-in to our Personnel Plus office by Monday am. If you have any questions, please do not hesitate to contact your Personnel Plus supervisor.