



**By 9:00 AM Monday, email completed time card to:  
 info@iconfreelance.com**

**For Icon Freelance Associates Employee**

Name of Employee \_\_\_\_\_

Client Company Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

**For Icon Freelance Associates Employee**

1. Use a separate time card for each assignment and for each week that you work.
2. Each time card must be signed by your supervisor at the client's site, or accompanied by the client's approval via email.
3. In order for Icon to process your paycheck, you must email your completed time card to us no later than 9 AM on the Monday following the week worked.

I certify that the hours shown on this time card are correct.

\_\_\_\_\_  
**Employee Signature**

	Time In	Time Out	Minus Breaks	Total Hours
Mon				
Tue				
Wed				
Thu				
Fri				
Sat				
Sun				
<b>Week Total Hours</b>				
<b>Total Regular Hours</b>				
<b>Total Overtime Hours</b>				

Hours must be rounded to the nearest **15 minute interval**  
 9:15, 2:30, 5:45.

**Week ending Sunday,**  /  /

**For Supervisor**

- When you contact Icon to fill a temporary or permanent position, we will always endeavor to send you the most qualified candidate. Icon recruits and hires without regard to race, gender, age, religion, disability, sexual orientation, or marital status.
- Temporary Placement Guarantee: You are responsible for supervising any temporary employees supplied by Icon. If during the first 4 hours of any assignment any Icon temporary employee is found to be unsatisfactory, you must notify us immediately. You will not be charged for the work performed during this 4 hour period, and we will endeavor to provide you with a replacement as soon as possible.
- Permanent Placement Guarantee: If Icon fills a permanent position for you, and the individual you hire departs from your company within the first 30 (thirty) calendar days of employment, at your request Icon will be pleased to find a replacement at no additional charge. To qualify for the Permanent Placement Guarantee, Icon must receive payment of the placement fee within 15 days from the invoice date.
- Icon's temporary employees are authorized to perform services only at the location to which they are assigned. Temporary employees are not allowed to perform services at any other locations, including their homes, without prior written consent from Icon. Icon's temporary employees are not authorized to bring any personal software, hardware or other office equipment to an assignment. Nor are they permitted to copy any licensed software.
- Temporary employees provided by Icon are required to complete weekly time cards reflecting hours worked on your behalf for which you will be billed. There is a minimum hiring time of 8 hours per day. If you instruct a temporary employee to work less than 8 hours in one day, you will be billed for the minimum of 8 hours. All time cards must be signed by an authorized Client representative as well as the temporary employee and returned to Icon by 9:00 am of the Monday following the workweek.

- Hours are billed as shown on the time cards signed by you, the Client's authorized representative. You will be billed an overtime rate of one and one half times the regular billing rate for any hours worked over 40.0 during a single weekly pay period (i.e. Monday through Sunday); over 8.0 in a single day; and for any hours worked on Sundays or Federal Holidays.
- You, the Client, agree that if any candidate introduced by Icon either through resume, interview or temporary employment, is hired permanently by you, your associates or affiliates (either as a salaried employee or as a contractor) during a temporary assignment or within a period of one year from the last day of the assignment, you will pay a placement fee of 30% of the employee's negotiated annual salary. You also agree not to refer to another company for hire Icon's candidates without paying the aforementioned fees, regardless of the function that the individual will perform.
- Icon offers a Temp to Hire placement service which reduces the placement fee by 1 percentage point for every week (40 hours) the individual has worked for you through Icon during the previous 12 months, up to a maximum 10 percentage point discount.
- Icon invoices are labor charges, payable upon receipt of invoice. Payment should never be dependent upon your receiving payment from your client(s). Icon bills on a weekly basis. Please advise your accounts payable department of these facts.

\_\_\_\_\_  
**Supervisor Signature**

I certify that the hours shown on this time card are correct. By signing below, I certify that I understand and agree to the above stated terms, and that I am authorized to sign on the company's behalf. I understand that I will be billed for the hours shown above.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**