

Employment Acknowledgement

for Leased Employees

This section is to be completed by the supervisor.

Client Company:		Employee Name:	
Hire Date:		Department:	
Job Title:		Ave Hours per Week:	
Hourly Pay Rate:		Salary: (Minimum \$684/wk)	

Other Information or Special Instructions:

You are a leased employee of American Personnel. American Personnel is responsible for your wages, benefits and taxes. Payday is on Friday at your work location; however, paychecks may be available on Thursday. You can have your check sent by Direct Deposit which will be available on Thursday. Please review the enclosed Employee Orientation for more information, or go to mypayrollservice.com/forms/ to view the Orientation and sign up for direct deposit.

Supervisor's Signature

Employee Signature