



EMPLOYEE TIME SHEET

OFFICE #	Week Ending	Last 4 Digits of Social Security				Employee Last Name	First Name	Middle Initial
		XXX	XX					
Day	Date	Time Started	Time Finished	Less Lunch	Hours Worked	Employee Address (Street or PO)		
Monday						City	State	
Tuesday						Zip Code		
Wednesday						EMPLOYEES WORKING AT MORE THAN ONE COMPANY DURING THE WEEK (MONDAY-SUNDAY) MAY NOT HAVE HOURS EXCEEDING 40 EXCEPT WITH TIME'S PERMISSION		
Thursday						ARE YOU RETURNING? (Circle One) YES NO		
Friday						I CERTIFY THAT: (1) I HAVE WORKED THE HOURS LISTED ON THIS TIME SHEET; (2) THAT I WAS NOT INVOLVED IN ANY ACCIDENT OR SUSTAINED AN INJURY WHILE WORKING THE HOURS ON THIS TIME SHEET UNLESS SO NOTED IN THE COMMENTS SECTION BELOW; AND (3) THAT I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS AS SET OUT BELOW		
Saturday						EMPLOYEE SIGNATURE: _____		
Sunday						COMMENTS: _____		

TOTAL HOURS FOR THE WEEK TO NEAREST QUARTER HOUR

CUSTOMER NAME

BY SIGNING BELOW, CLIENT ACKNOWLEDGES THAT IT AGREES WITH THE HOURS WORKED AS STATED ABOVE AND THAT IT HAS READ AND UNDERSTANDS THE TERMS CONTAINED ON THE BOTTOM OF THIS TIME SHEET

CLIENT SIGNATURE

CUSTOMER/CLIENT AGREEMENT

IF THE CUSTOMER HAS ENGAGED THIS PERSON AS A TIME EMPLOYEE FOR A PERIOD OF 90, 90 OR 180 DAYS, RESPECTIVELY, FOR INDUSTRIAL, PROFESSIONAL ADMINISTRATIVE, ACCOUNTING & FINANCE, IT OR TECHNICAL PERSONNEL THE CUSTOMER MAY HIRE THE PERSON DIRECT WITHOUT FURTHER OBLIGATION TO TIME. HOWEVER, IF THE PERSON IS HIRED BY THE CUSTOMER DIRECT PRIOR TO THE CUSTOMER ENGAGING THE PERSON, AS A TIME EMPLOYEE, FOR THE PERIOD REFERRED TO ABOVE, THE CUSTOMER AGREES TO PAY TIME AN "ASSET REIMBURSEMENT FEE" COMPUTED PURSUANT TO THE "ASSET REIMBURSEMENT SCHEDULE" IN EFFECT AT THE TIME OF THE DIRECT HIRE, A COPY OF WHICH MAY BE OBTAINED AT ANY OF TIME'S OFFICES

PAYROLL DEADLINE: TIME SHEETS MUST BE IN YOUR LOCAL TIME OFFICE BY NOON ON MONDAY OR YOUR PAYCHECK WILL BE A WEEK LATE.

PLEASE KEEP A COPY FOR YOUR RECORDS

TERMS AND CONDITIONS

FOR CLIENT:

- Client agrees not to hire, either directly or indirectly or on an independent contractor basis, any of the personnel assigned to Client unless Client complies with the provisions contained under the heading "Customer Agreement" as set out above. Additionally, Client may not permit personnel assigned by Time to be assigned to another staffing firm or similar entity unless Time gives permission in writing for same.
- Client will furnish Time personnel with a safe place to work as it does for its own employees. Client represents that it is familiar with all applicable OSHA requirements and regulations. As Time's personnel are assigned to work on Client's premises and under its supervision, Client will indemnify and hold Time harmless in the event that any OSHA citations are issued and/or any claims or actions are brought based on OSHA violations.
- Client shall be invoiced weekly for the personnel provided to it. In addition, any applicable state and local sales taxes will be invoiced to the Client and the Client agrees to pay all such taxes. Client agrees to pay all invoices pursuant to the terms of the invoices which are net due upon receipt unless otherwise agreed to in writing by Time and Client.
- The personnel assigned to Client will be under the daily direction, supervision and control of Client. Client agrees to provide each individual furnished by Time with complete and adequate verbal and/or written instructions with regard to the nature of their assigned job duties, as well as with regard to all procedures, including but not limited to safety procedures to be followed.
- Client agrees to abide by all applicable federal and state employment laws including, but not limited to, the Occupational Safety and Health Act, the Americans with Disabilities Act and agrees not to discriminate on the basis of race, color, religion, sex, age, national origin, disability or status as a U.S. military veteran in the recruitment, selection, training, utilization, promotion, termination or other employment related activities concerning any of the personnel provided by Time. Additionally, Client agrees to promptly notify Time of any claim, threatened claim, request for accommodation or alleged violation of any of the above.
- Client will indemnify and hold Time harmless from and against any and all loss, damage, costs and expense arising out of or on account of the filing against Time of unfair labor charges and/or a claim for alleged violation of civil rights which such claim results from actions or omissions of Client.
- Client agrees that Time is providing individuals pursuant to this Agreement to act as laborers for and on behalf of Client and, as such, Time should be given and allowed the security and rights of any employee, laborer or wage earner as provided by relevant state law to ensure the payment and satisfaction of any moneys owed to Time by Client. Additionally, any moneys owed by Client to Time shall be deemed priority claims pursuant to 11 U.S.C. § 507 (a).
- All further services to be provided are also expressly subject to the Client's acceptance of these Terms and Conditions. The Client agrees that these Terms and Conditions shall apply to all future orders. No oral statement of any person shall modify or otherwise affect the foregoing terms and conditions.
- Client further agrees not to authorize Time's personnel to operate any vehicle without Time's prior written consent. Client acknowledges that the insurance Time furnishes does not cover physical damage to Client's vehicles whether owned or rented while being operated by Time's personnel nor for bodily injury or property damage including cargo, fire, theft, or collision claims resulting therefrom. Client agrees to provide all such insurance at its own cost. Time shall not be responsible for damages to vehicles, machinery, equipment or material Client owns, leases or rents which is in the care, custody or control of Time's personnel, nor shall Time incur any liability in the event of any accident involving such vehicles, machinery, equipment or material.

FOR EMPLOYEE:

- I agree not to work for Client directly or indirectly, or on an independent contractor basis or by or through another staffing company or similar entity, either directly or indirectly unless Time provides its written consent in writing for the same.
- I understand that I am an employee at will. Time may terminate me at any time for any reason with or without cause.
- I agree to abide by all safety procedures with regard to my particular assignment.
- I will promptly notify the local Time office if I am injured during my assignment.
- I agree to return all of Time's equipment, uniforms, or any advances which Time may entrust into my care during assignment. If said property is not promptly returned and Time files suit to retrieve and collect it, the prevailing party in such action shall be entitled to reasonable attorney's fees and costs of collection.
- Once I have accepted a work assignment, I agree to promptly submit all time sheets for all hours worked. Unless special arrangements have been made, I understand that Time will not recognize or pay for any hours worked in the absence of an individual time sheet signed by both the Client and the employee.
- I understand and will comply with Time's established safety rules and regulations and hazardous communications program explained to me in Time's orientation as well as all safety rules and regulations and hazardous communication programs established by Client.
- I understand that in order to be paid in a timely manner, time sheets must be turned in no later than 12:00 p.m. each Monday following the week worked. Any late time sheets will not be paid until the next payroll period.