

WEEKLY TIME SHEET



NO PERSON TO WORK OVERTIME WITHOUT SPECIAL AUTHORIZATION. THIS TIME SHEET MUST BE PERSONALLY FILLED OUT BY EMPLOYEE AND SIGNED BY CUSTOMER.

NAME OF EMPLOYEE _____

WEEK ENDING _____

NAME OF COMPANY _____

*****Drivers who work more than 12 hours in one day must provide a copy of their log sheet with time sheet*****

Mark if log attached <input type="checkbox"/>		Mark if log attached <input type="checkbox"/>		Mark if log attached <input type="checkbox"/>		Mark if log attached <input type="checkbox"/>		Mark if log attached <input type="checkbox"/>		Mark if log attached <input type="checkbox"/>				
MON		TUES		WED		THURS		FRI		SAT		SUN		TOTALS
DATE		DATE		DATE		DATE		DATE		DATE		DATE		
ON		ON		ON		ON		ON		ON		ON		REGULAR
OFF		OFF		OFF		OFF		OFF		OFF		OFF		
ON		ON		ON		ON		ON		ON		ON		OVERTIME
OFF		OFF		OFF		OFF		OFF		OFF		OFF		
ON		ON		ON		ON		ON		ON		ON		D.O.U.B.T.
OFF		OFF		OFF		OFF		OFF		OFF		OFF		
TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		TOTAL		
TTL DTY HRS LAST 7 DAYS		TTL DTY HRS LAST 7 DAYS		TTL DTY HRS LAST 7 DAYS		TTL DTY HRS LAST 7 DAYS		TTL DTY HRS LAST 7 DAYS		TTL DTY HRS LAST 7 DAYS		TTL DTY HRS LAST 7 DAYS		

AUTHORIZED SIGNATURE _____ PRINTED NAME _____

TIME CARDS NEED TO BE FAXED TO (916) 484-7518 NO LATER THAN 9:00 AM EACH MONDAY. CHECKS WILL NOT BE ISSUED IF COMPLETE TIME SHEETS ARE NOT IN!

CLIENT COMPANY AGREEMENT

It is understood that the individual signing this time sheet is an authorized representative of the client company named therein. Said individual hereby certifies that the hours indicated on the time sheet reflect actual hours worked by the ELITE HR LOGISTICS employee, and that the work was performed in a satisfactory manner. A four-hour minimum is due for each temporary employee of ELITE HR LOGISTICS placed on assignment.

Client company understands that no insurance is afforded by ELITE HR LOGISTICS for physical loss or damage to its owned or leased equipment, machinery, material or any motor vehicle (whether licensed for public driving or not) in the care, custody or control of ELITE HR LOGISTICS employees. ELITE HR LOGISTICS shall not be liable for said physical loss or damage, and client company accepts full responsibility for claims, including the defense thereof, involving personal injury, property damage, fire, theft, collision, cargo damage, or public liability incurred as a result of the acts or omissions of a ELITE HR LOGISTICS employee in connection with the use of said items.

Client Company will not entrust ELITE HR LOGISTICS employees with the care, custody or control of cash, negotiables, valuables or other personal property, or authorize its employees to operate equipment, machinery or motor vehicles, without prior written permission from ELITE HR LOGISTICS for each occasion said use will occur.

Client company understand that ELITE HR LOGISTICS renders a service made possible only by a substantial investment in advertising, testing and training a large temporary employee staff. Therefore, in consideration of this service, Client Company agrees that the use of ELITE HR LOGISTICS employees on a temporary or permanent basis within six months from the date of this time card will be solely through ELITE HR LOGISTICS.

If Client Company desires to hire a temporary employee, it is agreed that ELITE HR LOGISTICS will be notified in writing, and that the individual will remain an employee of ELITE HR LOGISTICS for 12 weeks from the date of notification. If this does not occur, a placement fee will be due for the hire, pursuant to the current fee schedule of ELITE HR LOGISTICS then in effect. Liability for the placement fee is hereby assumed by client company through its hiring of said employee less than 12 weeks from the date of notification, regardless of whether it is in actual possession of the fee schedule or has actual knowledge of its terms.

Client company shall defend, indemnify and hold ELITE HR LOGISTICS harmless from any fines, penalties and assessments, including attorney's fees and court costs incurred by ELITE HR LOGISTICS as a result of any alleged violations of any laws, regulations or ordinances relating to health and safety with respect to premises owned or controlled by client company and to which ELITE HR LOGISTICS employees are assigned.

Client company agrees that in the event litigation arises surrounding the terms of this Agreement, the prevailing party shall be entitled to costs, reasonable attorney's fees, and other necessary and proper expenditures in addition to whatever other relief may be awarded by a court of competent jurisdiction.