

PLEASE FAX TO: 334-277-2464

# CAREER PERSONNEL

## EMPLOYEE TIME SHEET

EMPLOYEE NAME

SS#      X X X — X X— \_\_\_\_\_

COMPANY NAME

Week Ending \_\_\_\_\_

Assignment Continuing \_\_\_\_\_

Employee Quit \_\_\_\_\_

Assignment Finished \_\_\_\_\_

DAY	MONTH AND DATE	TIME IN	TIME OUT	LESS LUNCH PERIOD	TOTAL HOURS
MON					
TUES					
WED					
THURS					
FRI					
SAT					
SUN					
<b>TOTAL WEEKLY HOURS</b>					

With my signature, I verify I worked the hours shown above and was not injured on the job during the indicated week unless noted on the timesheet. I also agree that for a period of 3 months after the termination of my assignment as a temporary employee of Career Personnel, I will not provide my services to this client directly as an employee or consultant or indirectly as an employee of any other temporary or outsourcing service.

\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

CLIENT SIGNATURE OF ACCEPTANCE
AUTHORIZED SIGNATURE

**MINIMUM: 4 hours per employee per day for 1-day assignments**

### CLIENT INFORMATION

Client named on the reverse side hereby agrees that the Temporary Personnel Service named on the reverse side (hereinafter called "Contractor"):

(1) incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Employee") named on reverse side. Client agrees that if Client hires Employee within 90 days after this date, without agreement from Contractor, Client will pay Contractor's conversion charge.

(2) Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner (\*MINIMUM FOUR [4] HOURS UNLESS OTHERWISE AGREED TO BY CLIENT AND CONTRACTOR).

(3) Client confirms the prior agreement between Contractor and Client with respect to the services performed hereunder and any future services.

(4) Client has not and shall not in the future without prior written permission from Contractor in each instance: (i) entrust Employee with unattended premises, cash, negotiable instruments, or other valuables or authorize Employee to operate machinery or motor vehicles; (ii) assign Employee to perform work other than that described at the time Client placed the job order.

(5) Contractor's insurance does not cover loss or damage caused by Employee operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s), or arising out of or involving violation by Client of paragraph 4(i) or 4(ii) above.

(6) Contractor is not responsible for claims made under its liability or bond insurance policies unless Client reports such claims to Contractor in writing within 30 days after occurrence.

(7) Contractor is not responsible for claims for damage to property within Contractor's or Employee's care, custody and control.

(8) In the event of Client's non-payment of Contractor's invoices, Client agrees to be responsible for all collection expenses, including attorneys' fees, interest and court costs.

(9) Client accepts the obligation to discuss all matters concerning Employee, including without limitation, Employee's job assignments, wages and payroll procedures with Contractor and not with Employee directly.

(10) Client shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.

### EMPLOYEE INFORMATION

(1) Recording Your Time. Report all time to the nearest 1/4 Hour. Do not show odd minutes.

(2) Overtime. All authorized work you perform in excess of 40 hours per week (Mon-Sun) will be at time and one half the regular rate. You are permitted to work overtime only if the client requests and approves such work. The client must obtain approval from us before overtime can be authorized.

(3) Lunch. The supervisor to whom you are assigned will determine your lunch period. If you work a full day, the law requires you take a minimum of one half (1/2) hour for lunch.

(4) Absence — Call Us At Once. We will contact the client. If you will be out for a number of days it will be up to the client to decide on replacing you or awaiting your return.

(5) Never Call Our Client. When you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call us.

(6) Future Assignments. If you do not contact us after each assignment, we will assume you are not available for work.

NOTE: In certain states, if you fail to contact us, without good cause, unemployment benefits may be denied.

**IMPORTANT CLIENT INFORMATION:** Execution of this form by the client or client's representative constitutes a certification that the **TOTAL** hours listed are correct as stated and agreement by the client to the **TERMS** and **CONDITIONS**. *PLEASE DO NOT ADVANCE MON/ES TO EMPLOYEES.*