

Employee First Name	MI	Last Name	Day	Date	Time Started	Time Finished	Less Lunch	Total Hours
Social Security Number	Week Ending Date (Sunday)		Mon					
XXX-XX-			Tues					
Employee Signature indicates acceptance of the terms and conditions below. Do not sign if hours are not totaled. Employee Signature			Wed					
Worksite Name			Thurs					
Client Signature indicates acceptance of the terms and conditions below. Do not sign if hours are not totaled. Authorized Signature			Fri					
Please Print Name			Sat					
			Sun					
							Total Hours For Week	

Instructions

- To be paid promptly, timecards must be received by Noon each Monday.
- Document only actual hours worked.
- Record all times to nearest 15 minutes.
- Write "S" in the Total Hours column if you are absent due to illness.
- Write "H" in the Total Hours column if you are absent due to a holiday.
- Do not include a cover sheet when faxing your timesheet.



Email completed timecard to
accounting@tempstaff.net
or fax to **(601) 714-4680**.

You will receive an email or text confirmation once your timecard is processed. If you do not receive a confirmation, contact your local TempStaff office.

Employee Terms & Conditions

By signing this form, the employee agrees that the hours listed were worked by the employee and were verified by the authorized employee of the client.

By signing this form, the employee certifies that no injuries were sustained while on the job. If employee has been injured, please contact TempStaff immediately.

By signing this form, the employee understands that he/she is to contact the TempStaff after completing this assignment to discuss another assignment. If employee does not do so, TempStaff can assume the employee voluntarily quit. Failure to call may affect unemployment benefits.

Client Terms & Conditions

The authorized signatory authenticates the TOTAL HOURS listed are correct, and that the work was performed in a satisfactory manner.

In consideration of the furnishing of services by TempStaff, it is agreed that the client, its subsidiaries, or affiliates shall not employ the person named on this timecard for a period of six (6) months following their completion of any assignment to the client. A breach of this agreement shall entitle TempStaff to recover liquidated damages. The liquidated damages shall be at the rate of 10% of the total annual compensation. In no instance shall the liquidated damages be less than \$1,500.

The client shall not entrust TempStaff employees with unattended premises, cash, negotiables and other valuables or authorize such employees to operate machinery or motor vehicles without first obtaining written consent from TempStaff in each instance.

It is acknowledged, understood and agreed that TempStaff's insurance does not cover loss or damage caused by TempStaff's employees operating client owned or leased motor vehicles. The client agrees to accept full responsibility for claims, including the defense thereof, involving the bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a TempStaff employee driving such vehicles or arising out of or involving a violation by client.

Client shall indemnify and save TempStaff harmless from claims and demands arising out of the Occupational Safety and Health Act as it relates to premises owned or controlled by customer and to which TempStaff employees are assigned.

The client shall not advance cash or other valuable to TempStaff employees for any reason and the client specifically waives any and all rights to offset the amount or value of such cash or valuables advanced against any money owed to TempStaff. The client acknowledges his understanding that TempStaff invoices are for labor and therefore agrees to pay such invoices upon receipt.

In the event that TempStaff institutes legal action to recover any amount due TempStaff under agreement between TempStaff and client, in addition to other remedies, TempStaff shall be entitled to reasonable attorney's fees, court costs and interest both before and after judgment at the rate of 18% per annum until payment in full.