CAREER CENTER INC.

A PERSONNEL SERVICES COMPANY

GROUP TIME SHEET

1-800-CAREER 9

2184 Morris Avenue, Union, NJ 07083 (908) 687-1812 Fax (908) 687-1818 career@careercenterinc.com

WEEK ENDING	SHIFT
/ /2012	

CLIENT NAME
ADDRESS
CITY, STATE
TELEPHONE NO.

DATE	MONDAY / 2012				TUESDAY / 2012				WEDNESDAY / 2012				THURSDAY / 2012				FRIDAY / 2012				SATURDAY / 2012				SUNDAY / 2012				TOTAL WEEKLY HOURS		
EMPLOYEE NAME / SOCIAL SECURITY	IN	OUT	LESS LUNCH	TOTAL HOURS	IN	OUT	LESS LUNCH	TOTAL HOURS	IN	OUT	LESS LUNCH	TOTAL HOURS	IN	OUT	LESS LUNCH	TOTAL HOURS	IN	OUT	LESS LUNCH	TOTAL HOURS	IN	OUT	LESS LUNCH	TOTAL HOURS	IN	OUT	LESS LUNCH	TOTAL HOURS	REG.	O.T.	TOTAL
/ /																															
/ /																															
/ /																															
/ /																															
/ /																															
/ /																															
/ /																															
/ /																															
/ /																															
/ /																															
/ /																															
/ /																															
ENTER DAILY & WEEKLY TOTALS HERE	TOTAL HOURS MON.				TOTAL HOURS TUES.				TOTAL HOURS WED.				TOTAL HOURS THURS.				TOTAL HOURS FRI.				TOTAL HOURS SAT.				TOTAL HOURS SUN.				REG.	O.T.	TOTAL HOURS

CLIENT INFORMATION TERMS & CONDITIONS

CLIENT PLEASE READ. DO NOT MAKE ANY PAYMENTS TO THE EMPLOYEE DIRECTLY

1. Before signing time sheet, make certain all hours and days are recorded and totaled correctly. This is what you will be billed from.
2. You will be billed time and one half hours for any hours exceeding 40 hours per week. (Mon.-Sun.)
3. Be certain that you keep the pink copy for your records.
4. Employees may be contacted through Career Center only.

The client acknowledges the considerable cost and expense incurred by Career Center to advertise for, recruit, evaluate, reference check and retain its temporary employees. Accordingly, in consideration of the services provided by Career Center, the client agrees that in the event any employees named are employed by the client, or by another division, subsidiary or affiliate, or is referred by client to any company or person for employment within 12 months of the last day worked for client on Career Center's payroll, we agree to pay Career Center a fee in the amount of 30% of employees annual salary.

Unless assigned specifically for the purpose, the client shall not authorize or cause our Employees to operate machinery, automobiles, trucks or other automotive equipment without first obtaining written consent from us. It is acknowledged, understood and agreed that insurance furnished by us does not cover physical loss or damage caused by the operation of client's equipment, vehicles, automobiles or trucks by our employees. Its further agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims while our Employee is operating the client's vehicle, whether owned or rented. The client shall not entrust our Employees with unattended premises or any part of any kind, without first obtaining written permission from us and then only when an Employees specific duties necessitate such activities unless assigned specifically for the aforementioned purposes by us. Under no circumstances will we be responsible for claims made under our fidelity bond unless such claims are reported in writing to us by the client within ten (10) days after the occurrence.

The client shall not advance cash or any other valuables to our 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 us. The client acknowledges his understanding that our invoices are for labor and therefore agrees to pay such invoices within five (5) days of receipt.

The client agrees and warrants Career Center that it will provide a safe work place for Career Center Employees and agrees to indemnify Career Center for any increased workers compensation costs which may result from an injury to a Career Center Employee because of an unsafe workplace.

I CERTIFY THAT THE HOURS, INCLUDING OVERTIME, ARE CORRECT AND ACCEPT THE TERMS AND CONDITIONS ON THIS TIME SHEET.

SUPERVISOR'S SIGNATURE	TITLE
COMPANY NAME	LOCATION
DIVISION/DEPARTMENT	
BILL TO	

Please fill-in and fax back 908-687-1818 by Monday 5PM weekending is on Sunday
Week is Monday-Sunday