



**EMPLOYEE INFORMATION**

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.

**RECORDING YOUR TIME**

REPORT ALL TIME TO THE NEAREST 1/4 hour. DO NOT SHOW ODD MINUTES.

**LUNCH**

YOUR LUNCH PERIOD WILL BE DETERMINED BY THE SUPERVISOR TO WHOM YOU ARE ASSIGNED. IF YOU WORK A FULL DAY, THE LAW REQUIRES YOU TO TAKE A MINIMUM OF ONE HALF (1/2) HOUR FOR LUNCH.

**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.

**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. APPROVAL MUST BE OBTAINED FROM US BY THE CLIENT BEFORE OVERTIME CAN BE AUTHORIZED.

**FUTURE ASSIGNMENTS**

IF YOU DO NOT CONTACT US AFTER EACH ASSIGNMENT, WE WILL ASSUME YOU ARE NOT AVAILABLE FOR WORK.

**CLIENT INFORMATION TERMS & CONDITIONS**

The client acknowledges the considerable cost and expense incurred by CareerCenter to advertise for, recruit, evaluate, reference check and retain its temporary employees. Accordingly, in consideration of the services provided by CareerCenter, the client agrees that in the event the employee named above is employed by the client, or by another division, subsidiary, or affiliate of the client or is referred by the client to any company, staffing service, or person for employment within 12 months of the last day worked for client on CareerCenter's payroll, we agree to pay CareerCenter a fee in the amount of 30% of the employee's annual starting 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 clients' equipment, vehicles, automobiles or trucks by our employees. It is 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 Employee's specific duties necessitate such activity 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 thirty (30) days after the occurrence.

The client shall not advance cash or 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 CareerCenter that it will provide a safe work place for Career Center Employees and agrees to indemnify CareerCenter for any increased workers compensation costs which may result from an injury to a CareerCenter Employee because of an unsafe workplace.

COMPANY NAME (PLEASE PRINT) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ TIME SLIP NO \_\_\_\_\_

REPORT TO	DEPT.	JOB TITLE	WEEK ENDING

**EMPLOYEE PLEASE READ:**

1. Time sheet must be signed by an authorized representative of the co. Enter hours worked for EACH day. To avoid delays "be accurate".
2. Use a separate sheet for each assignment.
3. CareerCenter work week starts on Monday and ends Sunday.
4. Notify CareerCenter upon completion of each assignment or in case of injury on the job.

DAY	DATE	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS
MON		( )	( )	( )	
TUES		( )	( )	( )	
WED		( )	( )	( )	
THURS		( )	( )	( )	
FRI		( )	( )	( )	
SAT		( )	( )	( )	
SUN		( )	( )	( )	
CLIENT TOTAL HOURS	Write total hours in WORDS here				TOTAL HOURS

**UNSIGNED TIME SHEETS WILL BE RETURNED WITHOUT A CHECK. IN CASE OF ERROR, MAKE OUT A NEW TIME SHEET.**

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 for any hours exceeding 40 hours per week. (Mon.-Sun)
3. Be certain that Employee has left you the yellow copy of time sheet for your records.
4. Employees may be contacted through CareerCenter only.

**CLIENT AGREES:** To Terms and Conditions on the reverse side hereof and that in the event they employ this person on their payroll, client agrees to pay CareerCenter a fee in the amount of 30% of the employee's annual starting salary.

**CLIENT SIGNATURE OF ACCEPTANCE** \_\_\_\_\_ **PRINT NAME** \_\_\_\_\_

**EMPLOYEE AGREES:** I certify that these hours were worked by me during the week ending shown above, and were properly verified by an authorized representative of the company. No accident or injury took place during this assignment.

EMPLOYEE NAME (PLEASE PRINT) \_\_\_\_\_ EMPLOYEE SIGNATURE \_\_\_\_\_

SOCIAL SECURITY NO. \_\_\_\_\_

ARE YOU RETURNING TO THIS ASSIGNMENT? YES  NO  WILL BE AVAILABLE FOR NEW ASSIGNMENT ON DATE \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (FOR OFFICE USE ONLY)**

CLIENT NO. \_\_\_\_\_ PURCHASE ORDER NO. \_\_\_\_\_ SOCIAL SECURITY NO. \_\_\_\_\_

JOB CAT.	REG. HOURS	OVERTIME HRS.	CBR	EPR