

# TIME SHEET



Phone: 877-STAFF14  
Email: VickiM@SAworks.com

<b>COMPANY</b>	<b>SUPERVISOR</b>	
<b>Temporary Associate</b>	<b>Social Security #</b>	<b>Week Ending Date</b>

	Dates Worked	Time Started	Time Finished	Less Lunch	Straight Time Hours	Overtime Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

<b>CLIENT APPROVAL</b>					Total Straight Time Hours	Total Overtime Hours
Client approval indicates verification of hours worked and acceptance of Terms and Conditions of Staffing Alternatives' services.						

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please email completed time sheet to VickiM@SAworks.com.**

## TERMS AND CONDITIONS OF STAFFING ALTERNATIVES' SERVICES

In consideration of the furnishing of services by Staffing Alternatives, or any of its subsidiaries or affiliates (SA), the Client shall not employ the person named above (the "Employee") now and for a period of ninety (90) days following the completion of work done by the Employee for the Client. In the event the Client wishes to directly employ the Employee without a waiting period, and because it is agreed that Staffing Alternatives has made a substantial investment in the recruiting, evaluating and orientation of said Employee, the Client shall pay to Staffing Alternatives in one payment, 1% per thousand dollars of the employee's first year annual salary (up to 25%) or the sum of three thousand dollars (\$3000.00), whichever is greater, as liquidated damages. The Client understands that Staffing Alternatives is required to adhere to all applicable wage and hour laws related to overtime and Client agrees to be billed accordingly at regular time plus one-half.

Unless assigned specifically for the purpose, the Client shall not authorize or cause Staffing Alternatives' Employees to operate machinery, automobiles, trucks or other automotive equipment without first obtaining written consent from Staffing Alternatives. It is acknowledged, understood and agreed that insurance furnished by Staffing Alternatives does not cover physical loss or damage caused by the operation of Client's equipment, vehicles, automobiles or trucks by Staffing Alternatives' Employees. It is further agreed that the Client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage while a Staffing Alternatives' Employee is operating the Client's vehicle, whether owned or rented. Client warrants that Client complies with all OSHA regulations.

The Client shall not entrust Staffing Alternatives' Employees with unattended premises or any part thereof, handling of cash, negotiables, jewelry or any other valuables of any kind, without first obtaining written permission from Staffing Alternatives and then only when an Employee's specific duties necessitate such activity unless assigned specifically for the aforementioned purposes by Staffing Alternatives. Under no circumstances will Staffing Alternatives be responsible for claims made under Staffing Alternatives' Fidelity Bond unless such claims are reported to authorities and in writing to Staffing Alternatives by the Client within ten (10) days after occurrence.

The Client shall not advance cash or other valuables to Staffing Alternatives' Employees for any reason, and the Client specifically waives any and all right to offset the amount or value of any such cash or valuables advance against any money owed to Staffing Alternatives.

A Late Payment Charge of 1 & 1/2 % per month or the maximum amount allowed by state law, if less, will be applied to this balance owed under the invoice applicable to this time sheet when invoice becomes past due. The purchaser agrees to pay all of the company's reasonable attorney's fees and any collection agency fees incurred in the collection of any amount owed hereunder and not paid when due.