



_____ Mail Check _____ Hold for Pick Up
FAX before 10:00 am Monday
FAX # (916) 669 8068

EMPLOYEE TIME SHEET

To Employee:
 1. Employee certifies no accident or injury was sustained while working on the assignment, unless noted on the line below.

 2. By executing this form employee certifies that this form is true and accurate.
 3. Please use separate time card for each client and/or week.

Employee Name: _____
Phone# _____
Client Name: _____
Co Address: _____
Supervisor: _____ **Ph#** _____

To our Clients:

1. Please sign the employee's timecard and verify the hours.
2. You will be invoiced weekly.
3. Hours worked in excess of 40 hrs per week will be billed at time and one half.
4. Invoice are due upon receipt.
5. See terms & conditions below.

Week Ending: _____

Day	Date	Time In	Break Out	Break In	Time Out	Regular Hours	Overtime Hours	Total Hrs
Sun								
Mon								
Tues								
Wed								
Thurs								
Fri								
Sat								
Total Hrs								

Show calculations in hours and minutes. Do not show exact minutes. Round up or down to the nearest 15 minutes. Overtime and make-up time must be pre approved in advance.

ASSIGNMENT ENDED?
 __ YES __ NO

Terms and Conditions:

- You agree that the terms and conditions following shall apply to every transaction between us (SearchPros Staffing), and you (our client)
1. We do not provide insurance for our employees driving any vehicle. We do not provide insurance for any damage or loss to your property while in our employee's care, custody or control.
 2. You will agree that you will not leave our employees unsupervised, on premises, wherein they are handling cash, negotiables, jewelry or other valuables without written permission from SearchPros Staffing and then only when an employees' specific duties necessitate such activity.
 3. You agree that you will furnish a suitable place for our employees to work, which shall comply with all laws and ordinances in relation to occupational health and safety and hazardous materials.
 4. You agree that you will notify us of any changes in the duties of our employees from those originally described to us.
 5. You agree that charges for temporary help are due upon receipt of invoice and you agree to pay promptly the charges as evidenced by the timecard. A minimum of a \$10.00 late fee or 1 1/2 % of the amount of the invoice will be charged on all invoices not paid within 15 days of invoice, compounding.
 6. You may hire a SearchPros employee at no additional charge to you after the employee completes 90 days on our payroll with your company. If you wish to hire a SearchPros employee at any time during the first 90 days, you agree to pay the agreed upon conversion fee. You agree not to transfer the SearchPros employee to the payroll of another company nor allow this person to work for you through any other staffing or contracting organization for 365 days after completion of this assignment through us. Doing so authorizes us to charge your firm the full 30% placement fee of the candidate's annual salary.
 7. You agree that we are entitled to our attorney fees together with all expenses (including collection agency fees) if it becomes necessary to hire an attorney or a collection agency to collect any sums due or enforce any other provision of this agreement.

Authorizing Signatures:
 Employee Signature: _____ Client Signature: _____
 Printed Employee Name: _____ Client Printed Name: _____
 DATE: _____ DATE: _____