



It is the associate's responsibility to turn in a complete time sheet by 12:00 PM the Monday following the work for which time is being submitted. Late and incomplete time sheets will not be processed. Corrections or missing information will be requested and pay will be issued the following week.

Assignment Number:  Last 4 digits of Social Security #:  Branch:   
 Employee Name:  Customer Name:  Report To:

Total Hours to the Nearest 1/4 Hour Minimum Assignment 4 Hours

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Daily Hours	Reg Hours	OT Hours*	DT Hours**
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
Total	Comments								

Week Ending Date:   \* Overtime over 8 in a day or 40 in a week  
 \*\* Double Time (over 12 in a day & over 8 on 7th day)

I certify that I worked the hours shown on this card on the days indicated and that this card has been signed by an authorized representative of the Customer. I will contact Advantage Staffing after completing this assignment, and I understand that if I do not do so Advantage Staffing will assume that I am unavailable for work and voluntarily quit. I: (i) acknowledge that legal notices pertaining to my employment are posted at the branch to which I report, (ii) certify that I was not injured on this assignment during this time period, except as noted in the comments box and (iii) understand that my falsification of this time sheet constitutes fraud.

Signature of Employee: \_\_\_\_\_ Printed Name of Employee: \_\_\_\_\_

**ADVANTAGE STAFFING TERMS AND CONDITIONS**

- Except as set forth in a separate written agreement signed by both parties, these Terms and Conditions shall govern the rendition of services by Advantage Staffing. Advantage Staffing shall be at all times an independent contractor and not an agent or representative of Customer.
- Advantage Staffing is an Equal Opportunity Employer.
- Customer shall direct and control temporary employees ("Associates") in the performance of their duties; however Advantage Staffing shall retain administrative control of Associates, such as hiring, disciplining, counseling and terminating them.
- Advantage Staffing will bill Customer weekly (or when assignments end) at agreed upon rates applied to the hours recorded by an Associate on this time sheet. Associates are eligible for overtime pay which shall be calculated using the same multiplier as is applied to regular hours. Payment is due upon receipt of invoice. Interest will accrue on balances not paid within 30 days of invoice date at the lesser of 1.5% per month or the maximum legal rate. If Advantage Staffing is compelled to seek assistance to collect past due amounts, Customer will also pay Advantage Staffing's attorney's fees and other costs of collection.
- Customer will permit Associates to perform only the job duties approved by Advantage Staffing. Customer is responsible for assuring that its worksite and operations comply with federal, state and local laws and for providing site-specific safety training and equipment to Associates. Customer will not entrust Associates with unattended premises, cash, negotiable instruments, charge numbers, access codes, credit cards, check-writing materials, confidential information, keys or other valuables, or let them operate motor vehicles or machinery without first signing a separate agreement covering these activities. Associates are authorized to sign only their own timesheets.
- Customer will indemnify, defend, and hold harmless Advantage Staffing from all suits, claims, causes of actions and costs (including attorney's fees) arising from Customer's intentional misconduct or negligence or the intentional misconduct or negligence of its officers, employees, representatives and agents and from Customer's breach of Paragraph 5. Advantage Staffing will indemnify, defend and hold harmless Customer from all suits, claims, causes of action and costs (including attorney's fees) arising from the intentional misconduct or negligence of Advantage Staffing and its employees, including its Associates.
- Customer shall pay Advantage Staffing a "Liquidation Fee" for "Converting" an Associate during his/her assignment and the 180 day period after it ends. Converting means hiring an Associate directly (as an employee, consultant or contractor) or indirectly, such as referring them to another employer or temporary service for hiring. The Liquidation Fee is 1% per thousand dollars of the Associate's estimated Annualized Pay (2080 times his/her last hourly pay rate) up to a maximum of 30%.
- Advantage Staffing makes no warranties of merchantability or fitness and neither party shall be liable for incidental, consequential or punitive damages.
- This agreement shall be governed by and interpreted in accordance with the laws of the State of Texas and any disputes or questions arising directly or indirectly hereunder shall be resolved in accordance with Texas law without regard to principles of conflict of law.
- This agreement shall become effective upon signature by Customer or, if not signed by Customer, the performance of any services by an Associate.

Customer: Please sign this time sheet only if the hours for any day or week are correct and there are no any empty spaces in the days worked or hours worked boxes (Customer must cross out any blank spaces). By signing below Customer: (i) certifies that the Associate's hours as shown on this time sheet are correct and that he/she performed the work satisfactorily and (ii) agrees to the above Terms and Conditions.

Printed Name of Customer: \_\_\_\_\_ Printed Name of Person Signing: \_\_\_\_\_ Signature: \_\_\_\_\_