

TIME RECORD

REPORT ALL TIME TO NEAREST 1/4 HOUR					
DAY	START	STOP	TOTAL	LESS LUNCH	DAILY TOTAL
MON					
TUES					
WED					
THUR					
FRI					
SAT					
SUN					

TOTAL STRAIGHT TIME _____
TOTAL OVERTIME _____

EMPLOYEE / LAST NAME _____ FIRST NAME _____
 XXX - XX - _____ Is Assignment over? ___ Yes ___ No
 Social Security Number _____

CUSTOMER _____
 Location _____ Supervisor _____
 WEEK ENDING (Sunday) ___ / ___ / ___

Staffing Solutions, LLC / K-Counsel@
 610 SW Broadway, Suite 500
 Portland, Oregon 97205
 T: 503.295.9948
 F: 503.295.9977
 Front.Desk@staffingsolutionsllc.com

EMPLOYEE INSTRUCTIONS

PLEASE FAX this to us after supervisor signs no later than **Friday**, then mail or deliver original to us by **Monday** of the following week.

CERTIFICATION

Under penalty of perjury, I certify that I have actually worked the hours reported and that I have worked no other hours.

 Date ___ / ___ / ___

CLIENT'S AGREEMENT

I have agreed to the terms and conditions of the Master Agreement previously received & the terms of service on the back of this time sheet.

I have verified the hours worked as reported on this time record and state they were performed satisfactorily.

SUPERVISOR'S SIGNATURE

 Date ___ / ___ / ___



WHITE COPY → Staffing Solutions, LLC

YELLOW → Employee

PINK → Customer

- You agree that the terms following shall apply in addition to the terms of the Master Agreement (IF YOU DO NOT have a copy of the MASTER AGREEMENT contact us immediately) to every transaction between us, Staffing Solutions, LLC and you (our Client):
- You agree to pay on receipt of invoice the charges at the quoted rate for the hours worked as reported and verified on the time card. Any overtime as required by law will be billed at 1 1/2 times the quoted bill rate. If payment is not received within five (5) days of the invoice, you agree to pay an additional 1.5% per month on the outstanding balance.
 - You agree to notify us immediately if there are any changes in the employee's job duties from those originally specified.
 - You will provide our employee with a suitable place to work. You agree to comply with all laws regulating employment practices and places of employment.
 - Without our permission, you will not allow our employee to have access to any unattended premises, to handle cash, negotiable instruments, jewelry or other valuables. You will not give our employee a credit card or allow our employee to charge with any of your suppliers. You will not give or loan our employee any equipment not to be used exclusively on your premises, such as a laptop computer or cell phone.
 - We do not provide insurance for our employee driving any vehicle. You agree to be responsible for any liability or claims arising out of operating any vehicle by our employee while working for you. We do not provide insurance for any damage or loss to your property while in our employee's care, custody or control. You agree to assume such loss.
 If driving or handling of cash, securities, negotiable instruments or other valuables are required, then you will have to agree to an indemnity and hold harmless agreement.
 - You agree to pay us our regular full time placement fee or conversion fee as set forth in the Master Agreement if you do any of the following: a) you transfer our temporary employee to the payroll of any other company, b) you allow our employee to work for you directly or through any other company within 180 days after completion of any assignment through us, c) you allow our temporary employee to work for a subcontractor of yours within 180 days after completion of any assignment through us, or d) you or any related company to you hires our temporary employee.
 - 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 to collect any sums due or to enforce any other provision of this agreement.

Modifications to this agreement must be in writing and approved by counsel for Staffing Solutions, LLC.