

Time Card



TEMPORARY EMPLOYEE

NAME: _____

CLIENT NAME: _____

1st preference please Scan to Accounting@RecruitmentLLC.com Timecard due in by Monday 10 AM for prior work week

Week Beginning Monday:		Manager:	
---------------------------	--	----------	--

Date	Start time	Lunch out	Lunch in	Stop working	Reg Hrs	OT Hrs	Sick Hrs
				Total Hours:			

Please Scan to Accounting@RecruitmentLLC.com and CC Catherine@RecruitmentLLC.com

--	--	--

Hiring Manager Signature Approval

Hiring Manager Name (Print)

Date

--	--	--

Employee Signature

Employee Name (Print)

Date

Timesheet Agreement: 1. Client agrees that Identified/RecruitmentLLC obligation to Client is limited to assigning employees (Assigned Employees) with certain skills and abilities and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints. 2. Client's signature on this timesheet certifies that the hours are correct, that the work was performed to Client's satisfaction and authorizes Identified/RecruitmentLLC to bill Client for such hours at the bill rate quoted to Client. Overtime worked will be paid and billed at time and a half and doubletime in accordance with the law. Client understands that make-up time, as applicable under state law, must be approved in advance and a make-up time request form must be signed by the Client and provided to IDENTIFIED/RECRUITMENTLLC. Client shall be responsible and assumes all liability in connection with the employee timesheets. Client agrees to pay Identified/RecruitmentLLC invoices and reimburse Identified/RecruitmentLLC for any errors and discrepancies as a result of client's failure to properly monitor the employee's time worked. 3. Client agrees to pay Net Upon Receipt of invoice, and to pay late charges on any unpaid balances after 15 days from the date of receipt at the rate of 1.5% per month or the maximum legal rate, whichever is higher. In addition, Client agrees that it is liable for all costs and expenses associated with the collection of the outstanding balances, including but not limited to court costs and attorneys' fees. 4. Client agrees that it will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of Identified/RecruitmentLLC and then only under Identified/RecruitmentLLC direct supervision and control, and that it will not request or permit any Assigned Employees to use any vehicle, regardless of ownership, in connection with the performance of services for Client. 5. Client agrees that Identified/RecruitmentLLC is not responsible for claims for damages to Client's property within Assigned Employee's care, custody and control. Client agrees to release, defend and hold Identified/RecruitmentLLC harmless (together with Identified/RecruitmentLLC officers, directors, employees, successors and assigns) from any and all liability for any obligations and claims arising from or connected with the services performed by Identified/RecruitmentLLC and the performance of the Assigned Employees. HIRING POLICY: Client and its affiliated companies agree not to directly or indirectly cause or permit any Assigned Employee assigned to Client to transfer to another staffing company's payroll. If Client hires an Assigned Employee directly onto its payroll after the Assigned Employee has worked at Client's facility the number of hours required by Identified/RecruitmentLLC any placement fee or conversion fee shall be waived