

EMPLOYEE DATA PRESS FIRMLY USING BALLPOINT PEN

NAME													
SS#													

DAY	TIME IN		LUNCH OUT		LUNCH IN		TIME OUT		SHIFT 1 - 2 - 3	TOTAL	
	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.	HRS.	MIN.		HRS.	MIN.
MON.											
TUES.											
WED.											
THURS.											
FRI.											
SAT.											
SUN.											

WHITE - PAYROLL • YELLOW - CLIENT • PINK - EMPLOYEE

DO NOT WRITE IN BOX BELOW		ACCOUNT/ NAME CODE	
TIME SHEET	TOTAL HOURS WORKED		
C.N.S.W.	REG TIME HRS. DEC.	REG TIME HRS. DEC.	

I certify that I have worked the hours listed above and read the instructions on the reverse side. In addition, I certify that no accident or injury was sustained while working on the assignment unless so noted in the comments section.

X _____
Employee Signature

Comments: _____

I certify that the above TempStar employee worked hours listed on this time sheet and agree to the terms and conditions set forth on the reverse side.

X _____
Authorized Client Signature

X _____
Print Name

X _____
Company Telephone #

CLIENT TERMS AND CONDITIONS

- Client agrees that job applicants referred by TempStar for the client's consideration are not available for direct hire by the Client unless a conversion charge is paid. Client shall have the right to offer TempStar temporary employee permanent employment after the employee has been on the Client assignment as a TempStar employee a minimum of 480 hours. If the employee should begin work as an employee of the client prior to the completion of 480 hours on TempStar payroll, Client shall pay TempStar the difference between 480 hours and the total number of hours employee worked as a TempStar employee on Client assignment times the last hourly rate charged by TempStar to Client for employee's services. A transfer fee of \$50.00 will be charged to the Client if an employee transfers after 480 hours.
- Invoices for charges covered by the Record of Time worked will be paid to TempStar by Client upon receipt of invoice. In the event your account becomes over 45 days delinquent, we shall have the right to turn your account over to a collection agency or an attorney and add in collection costs and attorney fees equal to 20% of the outstanding balance.
- Client agrees to pay TempStar staffing a four (4) hour minimum charge for all temporary employees that are ordered and report for work and are sent home for any reason.
- Client certifies that the person signing on the reverse side is authorized to sign on behalf of the Client.
- Client agrees to waive any dissatisfaction with performance of the employee named on the reverse side as a defense of payment of any invoice from TempStar if such dissatisfaction has been communicated in writing by fax within twenty-four (24) hours of initial payment. The subsequent invoice will be payable and the employee's performance satisfactory unless the above conditions are not met.
- Client warrants that the job description given during the initial order is true and correct, and further agrees that if the TempStar employee is injured outside the scope of the description, Client shall indemnify and hold TempStar harmless from and against any and all claims, suits, and/or damages.
- Unless the Client has obtained the prior written consent of TempStar Staffing, the Client agrees not to ask or allow a TempStar employee to perform any of the following job related activities: Driving an automobile, operating unapproved machinery other than office equipment, or handling cash, securities or other valuables. If this written consent is not obtained, the Client agrees to waive all rights to make a claim against TempStar and to relieve TempStar from all liability and responsibility for any loss, or expense which Client incurs as a result of the staffing service employee engaging in any of these activities. Client will obtain written consent from TempStar for each occurrence. It is agreed that insurance furnished by TempStar does not cover physical loss or damage caused by the operation of the Client's machinery or automotive equipment by a TempStar employee. It is further agreed that Client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage while a TempStar employee is operating Client's machinery or equipment whether that machinery is rented or owned. Client warrants that Client complies with all OSHA requirements and regulations. Furthermore, the client agrees not to expose any TempStar employees to unnecessary hazard or extra hazard, and not violate any OSHA or safety law, rule or regulation whether federal, state, or local. The Client may be held liable as a result of their breach of this agreement.
- Client agrees to post and maintain OSHA 200 logs of all TempStar Staffing temporary employees.
- TempStar assumes no responsibility if its employees handle cash, securities or other valuables without prior written consent for each instance; and acknowledges that TempStar insurance does not cover loss or damage therefrom; and Client holds TempStar harmless from claims including defense thereof.
- Claims to be made under TempStar liability or bond insurance coverage must be presented to TempStar in writing within thirty (30) days after occurrence or the claims will be null and void.
- Client agrees to hold TempStar and any of its officers, employees or agents harmless from any and all claims and damages resulting from the employee's acceptance with federal and state laws forbidding employment discrimination against workers' safety and governing worker immigration.
- Client agrees to indemnify and hold harmless TempStar and any of its officers, employees or agent from any claim (including worker's compensation claims) demand or judgement, arising out of any acts of omissions of Client or its officers, employees or agents.
- In the event an incident or accident occurs at the job site due to alleged unsafe work conditions, Client agrees to indemnify and hold TempStar and any of its officers, employees or agents harmless from any and all claims, suits or demands resulting from said alleged unsafe work conditions.
- Client agrees to discuss all matters concerning TempStar employees with a TempStar Representative.
- Client agrees that all time cards and the billings based on them shall be conclusively deemed correct and accurate unless Client objects in writing within thirty (30) days of the date of billing.
- TempStar Staffing is the direct employer of all its temporary employees and has recruited, screened, and interviewed each employee. Each employee is supplied to client on a temporary basis. Except for the conversion rights and charges provided for in item one (1) of these terms and conditions, if Client or an affiliate employs an employee originally supplied by TempStar on Client's payroll or as a consultant or utilizes this employee's services through another temporary or out-sourcing service within three (3) months after termination of this employee's temporary assignment from TempStar, client agrees to pay TempStar \$1,000.00 as compensation for TempStar's efforts in recruiting, screening, and supplying the employee.

EMPLOYEE TERMS AND CONDITIONS

- Employee agrees to notify TempStar immediately if his/her job differs substantially from that described by the TempStar Representative.
- Employee agrees to notify TempStar for permission before working overtime hours.
- Employee agrees to notify TempStar by mail or phone within 48 hours of the end of each assignment. If any employee fails to do so, TempStar may assume that he/she is not available for employment and may be reassignable or discharged.
- Employee agrees to remain an employee of TempStar and may not voluntarily accept other temporary services for the duration of his/her current assignment or while working any other capacity for this client.
- Employee understands that the TempStar time sheet is his/her only means of receiving payment and that the time sheet must be complete. Please complete time sheet neatly and correctly. Errors and omissions will cause delay in payment. If employee has no time sheet he/she will inform TempStar immediately.
- Instructions for completing time sheet:
 - Week Ending Sunday - TempStar work week is Monday through Sunday, enter Sunday's date.
 - Your signature must appear on all time sheets before payment is processed.
 - Time sheets will not be accepted for payment unless they are approved by an authorized representative of our Client's firm.
 - Use a separate time sheet for each assignment and a separate time sheet for each week's work.
 - Falsification of hours is a criminal offense, violators will be prosecuted.
 - Total hours do not include lunch. Report time each day to nearest 1/4 hour.

**TO RECEIVE YOUR PAYCHECK,
THIS CARD MUST BE RECEIVED NO
LATER THAN MONDAY AT NOON**