

Time Sheet Terms

1. STAFFING FIRM's responsibilities are to assign its qualified employees (Assigned Employees) to work under CLIENT's supervision; to pay their wages and provide the benefits that STAFFING FIRM offers to them (including unemployment insurance and workers' compensation); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. CLIENT's responsibilities are to properly supervise Assigned Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions; and to exclude Assigned Employees from its benefit plans, policies, and practices.
2. CLIENT's signature on this time sheet or, in the case of time entries submitted by CLIENT electronically, the submission of such entries to STAFFING FIRM via email transmission, certifies that the reported hours are correct. CLIENT will pay STAFFING FIRM for the hours at the documented rates upon receipt of STAFFING FIRM's invoices. If an Assigned Employee works time defined by law as overtime or premium time, CLIENT will pay the same multiple of the regular bill rate as STAFFING FIRM is required to apply to the pay rate for such time unless other terms have been previously arranged.
3. CLIENT will not ask or permit Assigned Employees to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permission of STAFFING FIRM.
4. If CLIENT uses the services of any Assigned Employee as its direct employee, as an independent contractor, or through any person or firm other than STAFFING FIRM during or within 180 days after any assignment of the Assigned Employee to CLIENT from STAFFING FIRM, CLIENT must notify STAFFING FIRM and (a) continue the Assigned Employee's assignment from STAFFING FIRM for his or her next 90 consecutive work hours for CLIENT, or (b) pay STAFFING FIRM a fee in the amount of 30% of the annual salary of the hired employee unless other terms have been previously arranged..
5. Neither CLIENT nor STAFFING FIRM will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses arising from their staffing relationship.