



*Elite*  
Staffing  
Partners

A Horizons Company

<b>Employee Name</b> (Please Print)	<b>Last</b>	<b>First</b>
<b>Social Security Number</b>		

I hereby certify that the hours shown below were worked by me during the week ending indicated and were verified by an authorized representative of the Client. I hereby certify that I have sustained no injuries on this assignment. I have read the Employee terms and conditions on the reverse side of this time card.

<b>Employee Signature</b>
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Day	Month/ Day	HOURS TO THE NEAREST QUARTER HOUR			
		Start	Finish	Less Lunch	Daily Hours
Mon					
Tues					
Wed					
Thurs					
Fri					
Sat					
Sun					

Client billed for hours minimum per day, per employee Overtime will be paid in excess of 40 hours per week	Total Hours This Week
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Employees working at more than one company during the week Monday - Sunday may not have hours exceeding 40.

<b>Client Name</b> (Please Print)
<b>Address</b>
<b>Report to</b> <span style="float: right;"><b>Time</b></span>

CLIENT CERTIFIES THAT HOURS SHOWN ARE CORRECT, WORK WAS DONE SATISFACTORY AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS TIME CARD

<b>Client Signature</b>
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<b>FOR ELITE STAFFING PARTNERS ONLY</b>		<b>Week Ending</b>
Branch	Reg. Pay Rate	Reg. Hours
Class Code	Reg. Bill Rate	O/T Hours
Special Instructions		

## **EMPLOYEE TERMS AND CONDITIONS**

1. Completing Time Card: Your ELITE STAFFING PARTNERS time card is the only means of receiving payment for time worked
  - Be certain to complete your time card NEATLY AND CORRECTLY.
  - Errors, omissions or an illegible time card will cause delay in payment.
  - Time cards are due in ELITE STAFFING PARTNERS office by 12:30 p.m. every Monday in order to receive paycheck on Friday.
  - Complete one time card per client per week.
2. Reporting to Work: Report to work on time. Do not "clock in" or start work prior to the assignment time.
3. Recording Time: Record all time to the nearest ¼ hour in decimals (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes).
4. Overtime: You are permitted to work overtime only if the client requests and approves such work.
5. Lunch: Your lunch period will be determined by the supervisor to whom you are assigned. If you are to work a full day, the law requires you take a minimum of one half (1/2) hour for lunch.
6. Absence: Call ELITE STAFFING PARTNERS immediately. We will contact the client. If you will be out for a number of days it will be up to the client to decide on replacing you or to await your return.
7. Never Call Our Client: When you are late, you cannot work the assigned hours or if you will not be able to report to work, call ELITE STAFFING PARTNERS.
8. Future Assignments: If you do not contact us after each assignment, we will assume you are not available for work.
9. Mailing a Paycheck: There will be a ten (10) business day waiting period and a stop payment fee equal to that charged by the bank for any check that was mailed at the employees request and is deemed "lost in mail".
10. It is agreed that I will not accept any direct offer of employment from this client without written approval from ELITE STAFFING PARTNERS. I understand that violation of this policy may hold me responsible for the placement fee.

## **CLIENT TERM AND CONDITIONS:**

Client named on the reverse side hereby agrees that ELITE STAFFING PARTNERS (Hereinafter called 'Contractor')

1. Incurs substantial recruiting screening administrative and marketing expense in connection with the temporary employee (Employee) named on the reverse side. Client agrees that if Client utilizes Employee either on a permanent or temporary basis within six months from the week ending date on this time card will be through Contractor. If client desires to hire this Employee on a permanent basis the employee will work the 520 hour liquidation period or the client will pay the "Buy Out" placement fee.
2. There is a minimum charge per employee of 4 (four) hours for any day.
3. Client has not and shall not in the future without written permission from Contractor in each instance: (1) entrust Employee with unattended premises, cash, negotiable instruments, or (2) assign Employee to perform work other than that described at the time Client placed the job order.
4. ELITE STAFFING PARTNERS insurance does not cover loss or damage caused by Employee operating Client's owned or leased motor vehicle(s) and Client therefore, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Employee driving such vehicle(s).
5. ELITE STAFFING PARTNERS is not responsible for claims for damaged property within Contractor or Employee's care, custody or control.
6. Client accepts the obligation to discuss all matters concerning Employee including without limitation, Employee's job assignments, wages and payroll procedures with Contractor and not the employee.
7. Client shall identify and hold the Contractor, affiliates and agents, including the employer of record harmless from any and all claims and damages arising out of a client's violation of employment laws including without limitation OSHA, EEO and immigration laws.
8. Client agrees not to advance any monies to Contractor's Employees.
9. This ELITE STAFFING PARTNERS Employee is compensated on a weekly basis. Therefore the Client will be billed weekly. Payment will be DUE UPON RECEIPT unless other payment arrangements have been made. Client will be billed for the hours shown on this time card at the agreed upon rate.
10. Overtime hours will be billed at one and one half times the straight time billing rate.
11. In the event of Client non-payment of Contractor invoices (whether for temporary services or "buy out" liquidation charges) when due the Client agrees to be responsible for all collection and or litigation expenses, including reasonable attorney's fees, interest and court costs.
12. No oral statement of any person shall modify or otherwise affect the foregoing terms and conditions.