


NAME: (Last) (First) (M.I.)							<b>MAIL CHECK</b>		 4150 Washington Road Suite 108 McMurray, PA 15317 <b>Phone: 724.942.5860 Fax: 724.942.5866</b>	
JOB STATUS: <input type="checkbox"/> Continuing <input type="checkbox"/> Completed <input type="checkbox"/> Available NOTE: Contact Home Office when assignment is complete. When available: _____							<input type="checkbox"/> Yes <input type="checkbox"/> No			
Original is sent to Personnel Staffers. Make a copy for your supervisor and for yourself.					<b>TOTAL HOURS</b>		I certify that the hours shown were worked by me and were verified by an authorized representative of the client. If I have suffered any work related injuries, I have contacted Personnel Staffers. I agree to contact Personnel Staffers at the end of each assignment to discuss another assignment. If I do not, Personnel Staffers may assume I am not available for work and I may be ineligible for unemployment benefits.  x _____ Employee Signature  Company Name _____ Department _____  x _____ Authorized Signature  Printed Name _____ Phone No. _____ Date _____  Four Hour Minimum Per Employee Per Day. It is hereby certified by client company that the hours indicated are correct and work was performed in a satisfactory manner. I agree to be bound by the terms and conditions on the reverse side of this time sheet.			
DATE	DAY	TIME IN	TIME OUT	LESS LUNCH	REGULAR	OVERTIME				
/ /	Sun									
/ /	Mon									
/ /	Tues									
/ /	Wed									
/ /	Thurs									
/ /	Fri									
/ /	Sat									
<b>Total Hours for Week To the nearest 1/4 hour →</b>										

**STAFFING SERVICE TERMS AND CONDITIONS**

1. Client certifies that work was completed in a satisfactory manner, and the stated hours worked were actually worked.
2. Client shall pay all invoices upon receipt and shall pay all reasonable attorney fees and other costs incurred by PERSONNEL STAFFERS, INC. in enforcing this agreement. Client understands that unpaid invoices will be considered in default after sixty (60) days thereby causing a service charge of 1 1/2% per month (18%) annually to be imposed on unpaid balance. Client agrees to pay service charge and attorney's fees for the cost of collection.
3. Client agrees that our associates are assigned to client to render temporary service, unless agreed to the contrary, and PERSONNEL STAFFERS, INC. associates are not assigned to become employed by the client. Client acknowledges the considerable expense incurred by PERSONNEL STAFFERS, INC. to advertise, recruit, screen, and quality control its associates. Client will not without the written consent of PERSONNEL STAFFERS, INC., hire a PERSONNEL STAFFERS, INC. associate, interfere with the employment relationship between PERSONNEL STAFFERS, INC. and its associates or directly or indirectly cause a PERSONNEL STAFFERS, INC. associate to transfer to another personnel or temporary staffing service. Should client violate the aforesaid, client agrees to pay PERSONNEL STAFFERS, INC. 10% of the associate's salary annualized.
4. Client agrees to notify PERSONNEL STAFFERS, INC. of the intent to offer employment to a temporary associate at any time during the associate's assignment. Violation of this agreement by the client shall entitle PERSONNEL STAFFERS, INC. to recover damages in the amount of \$1,500.00 (office support) levied on the client by PERSONNEL STAFFERS, INC. Client understands they may buy out remaining time of the temporary associate at a prorated fee based on the number of hours worked by our associate. If client wishes to make an offer of employment before 500 hours, client should contact PERSONNEL STAFFERS, INC. of intent. Client understands they may buy out remaining time of our associate at a prorated fee based on the number of hours worked by our associate.
5. Client agrees that if an offer of employment is made to a temporary associate up to 180 days after that associate has finished an assignment at the client's facility; the client will be responsible for payment of a \$1,500.00 (office support) finder's fee.
6. Client acknowledges that the PERSONNEL STAFFERS, INC. associate is assigned to the client's location on the basis of a particular job description and is not to change job duties without PERSONNEL STAFFERS, INC. prior approval. Client represents that its work site complies with OSHA and other applicable rule and regulations.
7. Client shall not entrust PERSONNEL STAFFERS, INC.'s associate(s) with unattended premises, cash, keys, negotiables, or other valuables, or operate machinery without first obtaining written permission and then only when temporary associate's specific duties necessitate such activity.
8. PERSONNEL STAFFERS, INC. is not responsible for claims made under fidelity bond unless such claims are reported in writing by client to PERSONNEL STAFFERS, INC. within ten (10) days after occurrence.
9. No oral statement shall modify, change, alter, or affect the foregoing PERSONNEL STAFFERS, INC.'s terms and conditions.

**Timesheet instructions:**

1. **Print original form and have it signed by your supervisor.**
2. **Timesheets must be sent to Personnel Staffers for processing by 5:00 on Monday for the previous week.**
3. **To confirm receipt of timesheet with Personnel Staffers, please call 724-942-5860.**
4. **You may fax to 724-942-5866 or email to [info@personnelstaffers.com](mailto:info@personnelstaffers.com)**
5. **Provide a copy of signed timesheet to your supervisor.**
6. **Retain a copy of signed timesheet for your records.**