NAME: (Last) (First) (M.I.)

JOB STATUS: ☐ Continuing ☐ Completed ☐ Available

NOTE: Contact Home Office when assignment is complete. When available: _____

MAIL CHECK

☐ Yes ☐ No

Personnel STAFFers INC

4121 Washington Rd.
Second Floor
McMurray, PA 15317

Phone: 724.942.5860 Fax: 724.942.5866

Original is sent to Personnel Staffers. Make a copy for your supervisor and for yourself.

DATE	DAY	TIME IN	TIME OUT	LESS LUNCH	TOTAL HOURS REGULAR	TOTAL HOURS OVERTIME
/ /	Sun					
/ /	Mon					
/ /	Tues					
/ /	Wed					
/ /	Thurs					
/ /	Fri					
/ /	Sat					
Total Hours for Week (Round to the nearest 1/4 hour – see Example) Example: 9:00 a.m. – 11:15 a.m. = 2.25 hrs.						

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

_____
Supervisor Printed Name Phone No. Date

It is hereby certified by client company that the hours indicated are correct and work was performed in a satisfactory manner. As an authorized agent of the client company, I agree to be bound by the terms and conditions listed below.

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 $2,000.00 (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 $2,000.00 (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 from our website (www.personnelstaffers.com)
   - Choose "Timesheet" from the "Associates" drop down box
2. Complete ALL appropriate boxes on the timesheet.
3. Have your supervisor sign the timesheet.
4. Provide a copy of signed timesheet to your supervisor.
5. Retain a copy for your records.
6. Fax to 724-942-5866 or email to info@personnelstaffers.com.

NOTE: Timesheets must be received at Personnel Staffers for processing by 5:00 p.m. on Monday for the previous week.