

**Onsite Staffing, Inc.**  
**WEEKLY TIMESHEET**

**DEADLINE SUNDAY BY 6:00 PM FAX TO 678-679-0737**

Employee Name: \_\_\_\_\_

Employee Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_

Property: \_\_\_\_\_

During the pay period stated above, indicate by checking the appropriate item whether or not you were injured in a work related accident and whether or not you witnessed a work-related accident during the timeframe indicated on this timesheet. Also, indicate if you have reported any accidents or injuries to you designated supervisor.

Not Injured \_\_\_\_\_ Did not witness \_\_\_\_\_  
 Was Injured \_\_\_\_\_ Did witness \_\_\_\_\_ Supervisor Notified \_\_\_\_\_

I certify that I have worked the hours listed on this timesheet and have read and accept the terms and conditions set forth in the below section of this timesheet

EMPLOYEE SIGNATURE \_\_\_\_\_

Day	Date	Start Time	End Time	Less Lunch	Daily Total
Monday	/ /				
Tuesday	/ /				
Wednesday	/ /				
Thursday	/ /				
Friday	/ /				
Saturday	/ /				
Sunday	/ /				
					<b>Weekly Total</b>

I certify that the Onsite Staffing, Inc. Associate named herein worked the hours listed on this timesheet and I agree to the terms and conditions set forth in the below section of this timesheet

AUTHORIZED CUSTOMER SIGNATURE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_ TITLE \_\_\_\_\_

**Instructions for completing this timesheet:**

Associates signature must appear on all timesheets before payment can be processed. Do not include lunch in total hours, report time each day to the nearest 1/4 hour. Check the appropriate assignment status each week. Timesheets cannot be processed nor payment made without the approval signature of an authorized Client representative. Timesheets must be received no later than 6:00 PM on Sundays. Associate agrees that it is his or her responsibility to deliver timesheet to Onsite Staffing, Inc. by the designated time. Time sheets may be faxed for payment. Use a separate timesheet for each week and each assignment. Keep a photocopy for your records.

**Terms and Conditions for Onsite Staffing, Inc. Associate:**

Associate agrees that he or she will not work for the client named on this timesheet in any capacity, whether directly or indirectly without prior consent from Onsite Staffing, Inc. Associate agrees to call the Onsite Staffing, Inc. office each Thursday to report his or her availability for the following week. Associate agrees to notify Onsite Staffing, Inc. immediately at the end of each assignment and Associate further agrees that if he or she fails to do so, Onsite Staffing, Inc. may assume that Associate is not available for employment and may, therefore, be ineligible for unemployment benefits. Associate agrees that in the event he or she encounters any problem either with or at the client facility, he or she shall refer such problem to Onsite Staffing, Inc. for consideration, and at no time shall Associate discuss such problem directly with the client or any of its representatives. Associate understands and agrees that Onsite Staffing, Inc. reserves the right to pay the Associate minimum wage due to unsatisfactory job performance or breach of these terms. Should Onsite select this option, Associate may present his or her case to Onsite at a formal review held at its place of business. Associate understands and agrees that any falsification of information reported on this timesheet may result in immediate termination of employment.

**Terms and conditions for Onsite Client:**

Client agrees that any temporary associate provided by Onsite Staffing, Inc. is an employee of Onsite Staffing, Inc. As such, Client agrees not to hire either directly or indirectly, said employee/contractor without prior written consent from Onsite. If the Client hires said employee, Client agrees to pay a fee of 10-15% of annual salary offered to employee, depending upon level of position. Client may choose to "buy out" said employee by paying fees to satisfy the 480 billable hours of the assignment contract. Onsite is the Direct Placement Company for all employees directly hired with in one year of introduction from Onsite from any property within the Management Company the employee was introduced. Client agrees to pay Onsite a minimum billing of four (4) hours per work day; furthermore, same-day cancellations of orders will be invoiced at four (4) hours. By signature of this timesheet Client agrees to pay the bill rates associated with the employees' skill level. Client understands that all overtime, weekend or holiday work will be billed at required statutory payment rates (i.e., time and a half, double time, etc.) All invoices not paid by due date are subject to a 1.5% late fee per month and the property is responsible for all collection fees. Late payments will result in loss of guarantee and discounts. Any payments received from the client will automatically be applied to the oldest invoice on the client's account. Onsite Staffing, Inc. will enroll in Compliance Depot's services upon request from the client. However, Onsite will require that all invoices be paid within 45 days or the client will be required to reimburse Onsite for the Compliance Depot fee. Client agrees that it is engaging the Onsite Staffing, Inc. Associate listed herein for a specific job function and assignment, as previously disclosed by Onsite Staffing, Inc., and that it shall not alter such job function or assignment, or the Associates anticipated duties, without Onsite Staffing, Inc. prior written consent. Client agrees to notify Onsite immediately upon the completion or termination of the Associates assignment. Client represents to Onsite that it is in full compliance with all the laws, rules, codes, and regulation applicable to its workplace, and agrees to indemnify and hold harmless Onsite from any claims or damages asserted against it as a result of the inaccuracy of this representation.