

Temp Associates
P.O. Box 1061, Muscatine, IA

EMPLOYEE TIME SHEET

CLIENT NAME _____				EMPLOYEE _____			
ADDRESS _____				WEEK ENDING _____			
DAY OF WEEK	IN		LESS LUNCH	HOURS WORKED	OFFICE USE ONLY	TOTAL HOURS	
	OUT					REG.	O.T.
MONDAY					HOURS		
TUESDAY					Job Code		
WEDNESDAY					Employee #		
THURSDAY					Pay Rate		
FRIDAY					NOTES		
SATURDAY							
SUNDAY							
TOTAL HOURS WORKED							

WHITE - TEMP ASSOCIATES
 YELLOW - CLIENT
 PINK - EMPLOYEE

Client hereby certifies the indicated hours are correct. If the client desires to hire the employee, it is agreed the employee will remain on Temp Associates' payroll for the first 480 hours worked. If the Temp Associates employee has not worked 480 hours the client will pay a release charge in accordance with Temp Associates' schedule.

It is agreed the hours stated are correct and the time sheet will be submitted on a timely basis. I understand that I must contact Temp Associates immediately after completing an assignment and thereafter on a weekly basis, or it is assumed I have voluntarily resigned from employment with Temp Associates. Employee certifies no accident or injury was sustained while working on the assignment unless so noted.

Client Signature: _____

Employee Signature: _____

**TEMP ASSOCIATES
TERMS AND CONDITIONS**

The following terms and conditions form the basis for Temp Associates supplying contract help to client companies. The signature of the client or agent on all timecards, including the client timecard, constitutes full acceptance of the following:

1. It is agreed the insurance furnished by Temp Associates does not cover the operation of Client's motor vehicles by any Temp Associates Employee; nor does it cover physical loss or damage of machinery, equipment, or materials of the Client while in the care, custody, or control of a Temp Associates Employee.
2. It is agreed the Client shall accept full responsibility for bodily injury, property damage, fire, theft, collision, or public liability claims arising out of the operation of the Client's motor vehicle, whether owned or rented by a Temp Associates Employee.
3. It is agreed the client will not entrust a Temp Associates Employee with unattended premises or any part thereof, or with the care, custody, or control of cash, negotiables, or other valuables without prior permission of Temp Associates, and then only when the Temp Associates Employee's specific duties necessitate such activities.
4. It is agreed the Client will furnish a suitable place for Temp Associates Employees to work, which shall comply with all laws and ordinances related to occupational health and safety.
5. Should your company wish to contract with another temporary service and transfer our temporary employee to them, retain them as a consultant, or as an independent contractor within one year of the end of their assignment, there will be a charge of \$2000 per employee unless otherwise agreed in writing.
6. The Client recognizes Temp Associates employer-employee relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with Temp Associates.
7. It is agreed the charges for temporary help are due upon receipt of invoice, and the Client agrees to pay the charges evidenced by this timecard promptly.
8. It is agreed the Temp Associates will charge interest at the rate of 1% per month (12% per annum) on any charges remaining unpaid 30 days after the invoice date.

FAX NUMBERS

Burlington office: (319) 754-8735

Marshalltown office: (641) 754-0196

Clinton office: (563) 242-1389

Mt. Pleasant office: (319) 385-1634

Fairfield office: (641) 472-2008

Muscatine office: (563) 263-6604

Grinnell office: (641) 236-0560