

# OFFER ACCEPT STAFFING

## Timesheet Agreement for Temporary & Temp-to-Hire Staffing

EMPLOYEE (print name)								TIME FOR WEEK-ENDING / / (Sunday)	
	MON	TUE	WED	THUR	FRI	SAT	SUN	WEEKLY HOURS TOTAL	
START								REGULAR TIME	
LUNCH OUT								OVERTIME	
LUNCH IN								DOUBLE TIME	
END								<i>Important: Round all hours worked to nearest 15 minutes. State daily and weekly totals in quarter hours (.25, .50, .75 hours).</i>	
DAILY TOTALS									

### Offer Accept "Client" Certification

I certify that the hours documented by Employee on this Timesheet Agreement were approved and worked by Employee, I have retained a copy of signed Timesheet, and that I am authorized to sign this Timesheet Agreement and contract on behalf of Client. I understand that invoices are due upon receipt.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_

### Offer Accept "Employee" Certification

I certify that I have read, understand, and agree to comply with Offer Accept's Employee Handbook and that I have worked the hours reported on this Timesheet Agreement and I understand timesheet forgery, fraud, theft or embezzlement may constitute a crime; that my Assignment has not been changed; that I have not been asked to perform work that is unsafe or unlawful; that I have not suffered any injury or unacceptable condition of employment during this Assignment (failure to notify Offer Accept of injuries may result in delay or denial of benefits); that I have not had any discussions or offers of employment with Client which I have not reported to Offer Accept. I understand that I must obtain permission from Offer Accept before discussing or applying for any employment opportunity with Client and must receive confirmation from Offer Accept that Client has met all of Client's obligations to Offer Accept before I may begin employment with Client.

Copy of timesheet given to Client? Yes \_\_\_ No \_\_\_

Last 4 digits of SS # \_\_\_\_\_

Offer Accept Employee Signature \_\_\_\_\_

### General Client Provisions

Offer Accept is pleased to provide Client with the services of Employee at the "Billing Rate" quoted by Offer Accept for the Assignment. Client's use of Employee's services shall constitute consent to the "Billing Rate" and acceptance of all the terms and conditions of this Agreement.

**Offer Accept Employee:** Employee is employed by Offer Accept under a written employment agreement and shall not be an employee of Client while on the Assignment. Offer Accept shall pay Employee and shall be responsible for applicable federal, state and local withholding and unemployment taxes.

**Guarantee:** As Offer Accept's guaranty of satisfaction, if Client notifies Offer Accept within the first 4 hours of the Assignment that Client is dissatisfied with Employee's services, then Employee's services will be terminated, and Client will not be charged. If Client does not notify Offer Accept of dissatisfaction within four hours of the beginning of the Assignment, then Employee shall be deemed acceptable, and Client shall pay for all hours worked by Employee.

**Bill Rates, Terms & Minimums:** Bill Rates are based on the skill and experience requested for the Assignment. Client may not change the Assignment without prior approval of Offer Accept, which may require a change in the Bill Rate. Client will be billed for a minimum of 4 hours per day. Client will be invoiced weekly, and INVOICES are DUE UPON RECEIPT. Interest will be charged at 1.5% per month until paid on past due accounts. Client shall pay all costs of collection, including reasonable attorney fees.

**Overtime & Holidays:** Client will be billed overtime (1.5 times the Bill Rate) for any hours worked by Employee in excess of 40 hours in any work week, and for any hours worked by Employee on the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Day.

**Supervision & Indemnification:** Client shall supervise Employee and advise Employee about specific Assignment responsibilities, work hours and other work place rules. Client shall provide a safe and suitable workplace for Employee and shall be solely responsible for complying with all applicable federal and state OSHA laws and regulations, including training, supplying protective equipment and providing information, warnings and safety instructions. Client shall indemnify Offer Accept for damages, losses, costs, fines, penalties, settlement amounts and expenses, including reasonable attorney's fees incurred by Offer Accept because of any alleged or actual violation of any federal, state or local law or regulation relating to Client's premises, policies, practices or working conditions or any other act or omission of Client or its agents or representatives.

**Disclaimer:** Offer Accept shall not be responsible for physical loss or damage to Client's property, machinery or equipment. Without the written consent of Offer Accept, Client agrees not to entrust Employee with the custody, control or care of unattended premises, cash, negotiable instruments, checks, credit card information, valuables, security cards, or keys, with the operation of motor vehicles, automotive or truck equipment, or with the removal from Client's premises of vehicles, laptop computers, tools, books or other Client property.