



IMPORTANT INFORMATION ABOUT COMPLETING AND SUBMITTING YOUR TIME SHEET

1. PRINT NEATLY USING BLACK OR BLUE INK.
2. ONCE COMPLETED AND APPROVED, PLEASE SUBMIT TO SELECTEMP.
3. SUBMIT BY MONDAY TO ENSURE PROMPT PAYMENT.

Time worked for one week only. Start with Monday and end on Sunday at midnight.
Enter time to the nearest quarter hour (.00; .25; .50; .75) only.

WEEK ENDING DATE
/ /

EMPLOYEE INFORMATION
EMPLOYEE NAME
LAST 4 DIGITS OF SSN
COMPANY NAME
JOBSITE NAME AND/OR PO #
<input type="checkbox"/> ASSIGNMENT COMPLETED <input type="checkbox"/> RETURNING NEXT WEEK
I CERTIFY THAT THE DAYS SHOWN ON THIS TIME SHEET ARE CORRECT AND WERE WORKED BY ME: EMPLOYEE'S SIGNATURE: _____

DAY	DATE	REGULAR TIME		LUNCH		OVERTIME	TOTAL HOURS WORKED
		From	To	From	To		
MON	/						
TUES	/						
WED	/						
THUR	/						
FRI	/						
SAT	/						
SUN	/						
TOTAL TIME		REGULAR				OT TOTAL	

<p>– CLIENT APPROVAL –</p> <p>THE HOURS AS SHOWN ON THIS TIME SHEET ARE CORRECT. BY SIGNING THIS CLIENT APPROVAL, WE AGREE TO BE BOUND BY THE TERMS OF THE CONDITIONS OF ASSIGNMENT AS STATED BELOW.</p> <p>DEPARTMENT & DEPT #: _____</p> <p>SUPERVISOR SIGNATURE: _____</p> <p>PRINT NAME & TITLE: _____</p>
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CONDITIONS OF ASSIGNMENT

Our employee is assigned to you under the following Conditions of Assignment:

- 1.) Our employee will present a time sheet to you or to your representative for verification and signature at the end of each week. Your signature thereon indicates your agreement with all the Conditions of Assignment. By signing this time sheet, the client agrees to pay for the hours approved above. Our compensation to our assigned employee is on a weekly basis, and you will be billed weekly for the total hours worked. Because Selectemp invoices reflect payroll we have already paid, our invoices are due upon receipt.
- 2.) A conversion fee is payable if you hire our employee assigned to you, regardless of the employment classification, on either a permanent, temporary or consulting basis within six months after the last day of the current assignment. Client agrees to pay a conversion fee if our employee assigned is hired by a subsidiary or affiliate or other business as a result of your referral of our employee to that company. Conversion fees will be discussed on an individual case by case basis.
- 3.) Supervision of a Selectemp employee's work on your premises (or wherever you assign the employee) is your responsibility. Any property damage, lost production or financial losses of any type are the full and complete responsibility for the client. Selectemp is not liable for any damage of losses caused by our employee while under client supervision and control.
- 4.) It is understood that we will not authorize a Selectemp employee to operate any equipment including automotive equipment without our knowledge. It is agreed that the client accepts full responsibility for bodily injury, property damage, theft, collision or public liability damaged claims, any of which may be caused as a result of an accident while a Selectemp employee is operating or using clients equipment including driving the client's vehicle, whether owned or rented.
- 5.) Each invoice, resulting from this approved time sheet, will evidence a separate and distinct contract. Unless otherwise prohibited by law of the state where this placement occurred, in the event you fail to pay the charges of Selectemp when due, then you agree to pay all costs of collection of Selectemp, including reasonable attorney fees, whether or not suit is initiated.