

# Emerald Staffing

Fax Time-Sheet

**Fax to: 503.212.0025**

Emerald Phone: 503.212.0000

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

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

<b>ESI</b> Staffing Services Timecard Fax No: 503.212.0025  REMEMBER: Make a copy of your timecard for your supervisor.	<h2 style="margin: 0;">Emerald Staffing</h2> <p style="margin: 0;">101 South State Street • Suite 210F • Lake Oswego, OR 97035 Tel: 503.212.0000 • Fax: 503.212.0025</p>						COMPANY NAME (PLEASE PRINT)			
							ADDRESS _____ CITY _____			
	REPORT TO:		DEPT.		JOB TITLE		WEEK ENDING SUNDAY		/ /	
	I hereby certify that the hours shown were worked by me during the week ending shown above, and were properly certified by an authorized representative of the company named below. I understand I am to contact the office after completing the Assignment to determine if there is other work available for me. I agree that if I do not contact the office upon completion of an assignment they can assume I am not available.						EMPLOYEE SIGNATURE: X _____			
							EMPLOYEE NAME( Please Print)		<b>TIME CARD DUE: SUNDAY MIDNIGHT</b>	
	LAST FOUR DIGITS OF YOUR SOCIAL SECURITY NUMBER				ARE YOU RETURNING TO THIS ASSIGNMENT		<input type="checkbox"/> YES <input type="checkbox"/> NO		I WILL BE AVAILABLE FOR NEW ASSIGNMENT ON: DATE / /	
							CLIENT SIGNATURE OF ACCEPTANCE		PLEASE PRINT NAME	
							X			
	HOURS TO NEAREST 1/4 HOUR		←		<b>MINIMUM: 4 HOURS PER EMPLOYEE PER DAY- IMPORTANT FOR CLIENT:</b> Execution of this form by the client constitutes a certification that the TOTAL hours listed are correct as stated, that the work was performed in a satisfactory manner and agreement by the Client to the TERMS and CONDITIONS printed below. PLEASE DO NOT ADVANCE MONIES TO EMPLOYEES. <b>EMPLOYEE NOTE:</b> All unsigned time sheets will be returned to employee without a check. Any alterations will void this time slip. Make out new time slip if you make an error.					
	<b>CLIENT NOTE</b> →		<b>CLIENT AGREEMENT BELOW</b>				<b>TOTAL HOURS</b>			

### EMPLOYEE INFORMATION

#### **TIME SHEETS MUST BE RECEIVED BY SUNDAY MIDNIGHT FOR FRIDAY'S DIRECT DEPOSIT DEADLINE**

NEVER CALL OUR CLIENT. When you are late, or unable to work the prescribed hours, or unable to report to work, CALL OUR OFFICE.

RECORD YOUR TIME to the nearest 1/4 hour.

YOUR LUNCH period is determined by your supervisor. The law requires you to take a one-half (1/2) hour period for a full days work.

All work performed in excess of 40 hours per week (Mon.-Sun.) will be at time and one-half the regular pay rate. OVERTIME is permitted ONLY if requested and approved by the client. Approval MUST FIRST be obtained from us by the client.

IF YOU DO NOT CONTACT US after each assignment, we will assume you are not available for work.

### CLIENT AGREEMENT

It is agreed that the client represents that its work site complies with all OSHA and other applicable rules and regulations.

It is agreed that Emerald Staffing is entitled to collect a fee upon hire, of any Emerald Staffing candidate within one year of presentation or temporary employment. The presentation of a candidate includes; either temporary or permanent placement, and/or introduction or resume submittal of potential candidate, for any position within client organization. The fee is calculated based upon Emerald Staffing's fee schedule.

Emerald Staffing will not be held responsible for any claims of alleged wrongful acts on the part of the employee unless such claim against Emerald Staffing's fidelity bond are reported in writing within ten (10) working days of the discovery of the supposed act.

The client shall indemnify, defend and hold Emerald Staffing and its affiliates harmless from any and all liability, costs, claims, judgements, expenses (including attorney's fees) or damages related to such employees actions of omissions while performing services for the client. Furthermore, the client shall hold Emerald Staffing and its affiliates harmless from any liability for any action or omissions of any employee placed permanently by Emerald Staffing.

It is agreed that the insurance furnished by Emerald Staffing does not cover the operation of any motor vehicles licensed for highway use by any Emerald Staffing employee, nor does it cover physical loss or damage of machinery, equipment, or materials while in the care, custody, or control of an Emerald Staffing employee.

It is agreed that the client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability claims arising out of the cooperation of a licensed motor vehicle for the client.

Emerald Staffing assumes no responsibility if Emerald Staffing employees handle cash, securities, or other valuables. An Emerald Staffing accounting employee cannot render a professional opinion on any financial statement on behalf of Emerald Staffing. An Emerald Staffing employee cannot sign their name or the Emerald Staffing name to any financial statement or any tax return while on an assignment to a client.

**Please call Emerald Staffing payroll to confirm receipt of timecard**