

Payroll Weekly Timesheet

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|--------------------------|------|------|-------|------|--------|------|----------------|-------------------------------|--|----------------------------------|--|--|--|
| Client/Company Name: | | | | | | | Employee Name: | | | | | | |
| Type of Work: | | | | | | | Report To: | | | | | | |
| For the Week of: | | | | | | | | | | Pay Stub – pick up at TPS office | | | |
| DATE: | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | | | | | | |
| Time In: | | | | | | | | | | | | | |
| Time Out: | | | | | | | | | | | | | |
| Less Lunch Time: | | | | | | | | | | | | | |
| Total (Reg.) Hrs: | | | | | | | | Total Weekly Reg. Hrs. | | | | | |
| OVERTIME: | | | | | | | | Total Overtime Hrs. | | | | | |

Overtime is calculated based on the client terms and conditions.

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| I hereby certify that the hours declared and worked by myself during the week designated were certified and authorized by a representative of the client/company. | | Total Hours to be Paid: | |
| Employee's Signature: | | Date: | |
| Client Signature: | | PRINT NAME: | Date: |

Note: I understand and accept that there is a minimum of four (4) hours per candidate per day.

The client acknowledges that the candidate has provided work under the terms of the contract, some of which are listed below.

UNSIGNED SHEETS WILL NOT BE ACCEPTED OR PROCESSED FOR PAYMENT

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| <p style="text-align: center;">Client Agreement</p> <p>It is agreed that the employee, at submission of a signed time sheet, is authorized on behalf of the client company, and is hereby unconditionally accepting the following terms and conditions. We understand that it is the client's responsibility to supervise all activities of TPS Group employee while they are at the client's place of business.</p> <p>It is understood that the client will not authorize TPS Group employees to operate any machinery, lift trucks or motor vehicles without prior written consent from TPS Group and the client company.</p> <p>It is understood and agreed that the client will completely insure all the client's buildings, machinery, tools, equipment, and vehicles (whether leased or owned) with public liability, property damage, collision, fire and theft coverage and that TPS Group and its employees shall have the full benefit and protection of such insurance.</p> <p>It is understood that TPS Group or its employee shall not be responsible for any loss or damage, whether physical, economic or consequential to any property owned, leased, or in the custody of the client, including, but not restricted to mobile equipment, automotive vehicles and trucks, computer software and hardware.</p> <p>The client agrees to supervise the designated employee to ensure that all work is being performed properly and to the expectation of the client. It is understood that the client will not authorize TPS Group employee to operate any machinery, lift trucks or motor vehicles without prior written authorization and consent from TPS Group and the client. Each employee must work within the requested description on the work orders.</p> <p>It is understood that the client will not entrust TPS Group employees with the handling of cash, negotiable, or other valuables without prior written permission from TPS Group.</p> <p>The client shall not take any steps to employ or enter into direct contractual relations with the employee to which the time sheet relates without the expressed written consent of TPS Group.</p> <p>It is understood that in the event a TPS Group employee becomes ill or is injured at the client's place of business, the client is responsible to arrange transportation to the nearest hospital or medical facility. The client will also notify their contact person at TPS Group and complete any necessary documentation necessary to process a claim.</p> <p>It is understood that if the client hires a TPS Group employee, there will be a placement or lease fee based on TPS Group's current permanent placement fee schedule. A temporary to permanent transfer may be arranged according to the current temporary to permanent placement fee schedule. This must be discussed with the resource department of the designated sales representative prior to occurrence.</p> <p>It is agreed that a client's signature constitutes full agreement of hours worked including overtime, and that the work was completed in a satisfactory manner.</p> <p>Clients will be invoiced weekly as per our 10-day policy. It is agreed that payments are due upon receipt of the invoice. It is further understood that TPS Group may charge interest to all overdue accounts at the rate of 2% per month.</p> |
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| <p style="text-align: center;">Employee Agreement</p> <p>The employee, when submitting a signed time sheet for payment is hereby unconditionally accepting the following terms and conditions.</p> <p>The employee understands that TPS Group is under no obligation to find the employee work and that work provided may be temporary or as a contract, and as specified.</p> <p>It is agreed that the hours submitted for payment are valid and correct. It is understood that the employee will not borrow any money's from the client and or it's staff and be responsible for all delinquent debts incurred in the employee's name.</p> <p>The employee must supply a signed time sheet either by drop off or fax within the existing pay period and not later than Mondays, 9:00 am. All employees must have time sheets signed by the client or the authorized representative. UNSIGNED SHEETS WILL NOT BE ACCEPTED OR PROCESSED FOR PAYMENT.</p> <p>It is agreed that the employee will under no circumstances seek or accept direct offers of temporary, permanent or contract work from a client without authorization from TPS Group management.</p> <p>It is understood that the employee will notify TPS Group with proper notice of any reason for not reporting to a placement, including lateness, sickness, injury or leave of absence. It is also agreed by the employee that when placed on a specific job with a client, that the employee will commit to fulfilling the length of work contract.</p> <p style="text-align: center;">TPS Group of Companies Fax # 705-682-2202</p> |
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"In a fast paced, spirited and rapidly shifting world of business quality is about one thing – talented people"