



PR Office 267-338-1170

FAX: 215-276-7024

EMAIL: dmiranda@centrixstaffing.com

Please complete timesheet and fax to number above

EMPLOYEE NAME		HOLD PAYCHECK <input type="checkbox"/>	MAIL PAYCHECK <input type="checkbox"/>
COMPANY NAME	ADDRESS	CITY	

WEEK ENDING SATURDAY:

MONTH	DAY	YEAR
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DAY	MONTH / DATE	TIME IN	TIME OUT	LESS LUNCH	REG HRS	OT HRS
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						
FOUR HOUR DAILY MINIMUM		TOTAL HOURS FOR THE WEEK				

EMPLOYEE INSTRUCTIONS	CLIENT AGREEMENT						
<p>Report time to the nearest quarter hour.</p> <p>Use a separate timesheet for each assignment and week worked.</p> <p>The timesheet must be signed by you and the client's authorized supervisor before the timesheet can be processed.</p> <p>Temporary employees will be paid straight time for all hours worked for the first 8 hours per day and time-and-a-half for hours worked in addition to 8 hours per day or 40 hours per week. Temporary employees are permitted to work overtime ONLY if the client requests and approves such work. Notify CENTRIX STAFFING immediately if job duties differ substantially from the assigned job description.</p> <p>Payday will be FRIDAY following the week worked. Fax this timesheet to (215) 276-7024 (the number on top of timesheet) by close of day on Friday. Note: If you finish an assignment mid-week, fax the timesheet on your last day. Checks may be picked up between noon and 3:00 pm at your local CENTRIX STAFFING office on Fridays upon presentation of original signed timesheet.</p> <p>If you wish your check mailed, we will mail it upon receipt of original signed timesheet. Please do not mail your timesheet to our Post Office Box.</p> <p>In consideration of my hiring and employment by CENTRIX STAFFING ("Centrix"), I agree not to accept any employment or independent engagement, directly or indirectly, whether full-time or part-time, with a customer of CENTRIX STAFFING to whom I am assigned within a period of 180 days following the termination of such assignment.</p> <p>I understand that my employment with CENTRIX STAFFING and my assignment with a customer of CENTRIX STAFFING is at-will and may be terminated at any time for any reason or no reason.</p> <p>I agree to contact CENTRIX STAFFING after each assignment ends or CENTRIX STAFFING will assume that I am not available for work, and that if I fail to contact CENTRIX STAFFING without good cause, any applicable unemployment benefits may be denied.</p>	<p>I agree to indemnify and hold CENTRIX STAFFING harmless from and against all claims and demands resulting from my negligence or willful misconduct, including but not limited to, any claims and demands for damages, including reasonable attorneys' fees, arising out of or in connection with my employment with CENTRIX STAFFING.</p> <p>Customer shall not be held liable for any claims and demands resulting from the negligence or willful misconduct of any temporary employee assigned to the customer's premises, including but not limited to, any claims and demands for damages, including reasonable attorneys' fees, arising out of or in connection with my employment with CENTRIX STAFFING.</p> <p>The client understands that CENTRIX STAFFING incurs significant expense for advertising, screening, testing and training of its temporary employees. Therefore, in consideration of this service, the client agrees that if a CENTRIX STAFFING temporary employee is hired directly or indirectly within one year of this timesheet, the client will be obligated to pay a placement fee for this conversion in accordance with the fee schedule in effect at the time of hire. The fee is also due in the event that client refers the employee to another organization which hires the employee.</p> <p>Client will be billed weekly for the hours shown on the timesheet. Payment is due upon receipt of invoice. In the event of client's failure to pay CENTRIX STAFFING charges when due, whether for temporary service charges or conversion fees, client shall pay all collection and/or litigation costs plus reasonable attorney's fees.</p> <p>Four hour minimum billing applies for each day worked.</p> <p>There is no charge for work performed if client is not satisfied with an employee and CENTRIX STAFFING is notified within the first four hours of work.</p> <p>By signing this Timesheet Agreement, Customer, on behalf of itself and all of its subsidiaries, affiliates, agents and assignees, agrees to the above terms. The individual signing this timesheet is an authorized representative of the client company and certifies that the hours worked as entered on the timesheet are true and correct and that the work was performed in a satisfactory manner.</p>						
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