

Weekly Timecard Guidelines

- Timecards are due **EVERY** Monday before 10:00am
- S&S Employment Partners accepts faxed timecards at: **515-505-7933**
- S&S Employment Partners accepts emailed timecards at: **timecards@ssemploymentpartners.com**
- Timecards must be legible and completely filled out
- Two signatures are required to have your timecard processed, yours and your supervisor
- **IT IS YOUR RESPONSIBILITY** to get a signature from the client and turn in your timecard in a timely manner
- **Incomplete, unsigned and late timecards will result in receiving your pay at a later date**

Week ending: / /					
DAY	DATE	TIME IN	TIME OUT	LUNCH	TOTAL
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
TOTAL HOURS					

Employee Information

I certify that the hours shown herein represent the total time worked this week by me and verified by the client. I agree to call S&S Employment Partners during office hours the next regular work day following the conclusion or termination of my assignment with the client to make myself available for new assignments. I understand and acknowledge that if I fail to do so, S&S Employment Partners may assume that I have voluntarily terminated my employment without good cause and that such a voluntary termination may also result in my being denied unemployment benefits.

Employee Name _____ Client Company _____

Employee Phone Number _____ Employee Signature _____

Date _____

Client Verification

Your signature:

Represents that we are in agreement with all of the candidate guidelines, the terms and conditions listed below, that the time shown above is correct and that the work was completed to our satisfaction. Authorizes S&S to pay this temporary employee and bill us for the time recorded above.

Represents acknowledgment of the S&S invoice for this time being due and payable upon receipt. Acknowledges if the the S&S temporary has access to unattended premises or in the care, custody, or control of cash, checks, credit card numbers, ATM bank cards, negotiables, confidential information, trade secrets, or other valuable property, then we agree to indemnify, defend and hold S&S, its members, officers, employees, harmless from any resulting loss or damage. Acknowledges that we approved all overtime set out above and that we will be billed for all the time shown above at the agreed upon rate. Overtime will be billed one-and-one half times the straight billing rate. In the event we fail to pay the charges of S&S when due, we, the client, shall pay all late charges at 1.5% per month, collection and/or litigation costs plus reasonable attorney fees.

Client Terms and Conditions

You may convert the S&S employee to your employee for a fee payable to S&S, subject to the terms and conditions of our Agreement. We agree that if the employee who is the subject of this time report is employed by S&S, its associates or affiliates, either directly or through any other party, or individually, (including but not limited to a salaried employee or as an independent contractor) during a temporary assignment or within **12 (twelve) months** after this temporary assignment, we hereby agree to pay S&S Employment Partners 1% per thousand of salary up to 30%. Then, if our account is current and paid to date, the employee will be released with no further fee. You supervise, direct, and control the work performed by any S&S Employment Partners employee or contractor placed with you, and assume responsibility for all operational results, including losses or damage to property or data in the care, custody, or control of an S&S Employment Partners employee or associate. You agree to indemnify, defend and hold us harmless from any claims or damages that may be caused by your negligence or misconduct, and agree on behalf of your insurer(s) to waive all rights of recovery (subrogation) against us. Any discrepancy between this Timecard and our Agreement shall be determined in favor of the Agreement signed by you and us.

Authorized Client Signature _____

Date _____