

TIME CARDS MUST BE RECEIVED BY WEST SOUND WORKFORCE NO LATER THAN MONDAY AT 5:00 PM

WEST SOUND WORKFORCE

Gig Harbor Kitsap
 Phone: 253-853-3633 Phone: 360-394-1882
 FAX: 253-857-6652

Company Name

Employee Name
 (please print)

Week Ending Sunday

Did you have an on-the-job accident or injury this week? Yes No
 If yes, did you seek medical attention? Yes No

Employee Signature

X

Important for EMPLOYEE: By execution of this form, employee agrees to terms and conditions on reverse side and certifies that this form is true and accurate.

		Hours to the nearest quarter hour (.25)			
Day	Date	Start	Finish	Lunch	Hours
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Four hour minimum per employee per day

Total hrs.

Client: Is this employee continuing on this assignment?

Yes No

Client (please print name)

Client (authorized signature)

Important for CLIENT: By execution of this form, CLIENT agrees to the terms and conditions on the reverse side of this form as well as WSW'S RECRUITING AND STAFFING AGREEMENT and certifies that hours shown above are correct and work is done satisfactorily.

OFFICE COPY

CLIENT INFORMATION

CLIENT named on the reverse side or their representative, hereby agrees that:

(1) WEST SOUND WORKFORCE'S (WSW'S) responsibilities are to assign its qualified employees (hereinafter referred to as Employee[s]) to work under CLIENT'S supervision; to pay their wages and provide the benefits that WSW offers to them (including unemployment insurance and workers' compensation); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. CLIENT'S responsibilities are to properly supervise Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions; and to exclude Employees from its benefit plans, policies, and practices.

(2) CLIENT'S signature on this time sheet certifies that the reported hours are correct. [MINIMUM FOUR (4) HOURS PER DAY UNLESS OTHERWISE AGREED TO BY CLIENT AND WSW.] CLIENT will pay WSW for the hours at the documented rates upon receipt of WSW'S invoices. If an Employee works overtime, CLIENT will pay one-and-one-half times the regular bill rate as prescribed by Washington State law.

(3) CLIENT will not ask or permit Employees to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permission of WSW. Nor will CLIENT assign Employee to perform work other than that described at the time CLIENT placed the job order.

(4) In the event of CLIENT'S non-payment of WSW'S invoices, CLIENT agrees to be responsible for all collection expenses, including attorneys' fees, interest and court costs.

(5) CLIENT shall indemnify and hold WSW, its subsidiaries, affiliates and agents harmless from any and all claims and damages arising out of CLIENT'S violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.

(6) If CLIENT uses the services of any Employee as its direct employee, as an independent contractor, or through any person or firm other than WSW during or within one year after any assignment of the Employee to CLIENT from WSW, CLIENT will pay WSW'S conversion charge as specified in WSW'S RECRUITING AND STAFFING AGREEMENT.

(7) In addition to the above stipulations, CLIENT agrees to abide by the terms and conditions of WSW'S RECRUITING AND STAFFING AGREEMENT.

(8) CLIENT'S acceptance of referrals from WSW, interviewing of candidates referred by WSW, or employment of any such candidates shall constitute CLIENT'S acceptance of the terms and conditions of WSW'S RECRUITING AND STAFFING AGREEMENT, whether or not the AGREEMENT or this time card has been signed.

EMPLOYEE INFORMATION

(1) Overtime: All authorized work in excess of 40 hours must be approved in advance by the Client.

(2) Lunch: By Washington law, you are required to have a ½ hour lunch for every five hours worked. If you choose to work through lunch, you must make note of that on your time card.

(3) Absence - CALL US AT ONCE. We will contact the Client. If you will be out for a number of days, it will be up to the Client to decide whether to replace you or await your return.

(4) Tardiness - When you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call us. You may let the Client know, but YOU MUST CALL US.