

EMPLOYEE SSN
LAST FOUR DIGITS

LAST NAME, FIRST

COMPANY NAME



OFFICE USE ONLY	
WEEK ENDING	JOB CODE

	Day/Date	Time IN	Time OUT	Less Lunch	Hours Worked
SUN.	/ /	:	:	.	.
MON.	/ /	:	:	.	.
TUE.	/ /	:	:	.	.
WED.	/ /	:	:	.	.
THUR.	/ /	:	:	.	.
FRI.	/ /	:	:	.	.
SAT.	/ /	:	:	.	.

REG HOURS OT HOURS DT HOURS ASSIGNMENT COMPLETE RETURNING

EMPLOYEE _____

CUSTOMER _____

CUSTOMER AND EMPLOYEE EACH CERTIFY THAT THE ABOVE HOURS ARE CORRECT AND AGREE TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE.

TERMS AND CONDITIONS

CUSTOMER (“We”) agree as follows:

Local License office (“OnStaff Group”) is employer of temporary employees.

Hours shown on timecard are correct and work was performed in a satisfactory manner. We will pay for work performed, including sales tax and overtime at rate required by law. We will not allow OnStaff Group employees to work more than 8 hours in an OnStaff Group workday or 40 in a workweek (Sunday-Saturday) unless we obtain prior approval. We will notify OnStaff Group when work is subject to Service Contract Act, Davis-Bacon Act or similar prevailing wage laws.

OnStaff Group has expenses in maintaining its temporary staff, (advertising, recruiting, testing, reference checking). We will not hire OnStaff Group’s employees, interfere with employment, or cause employees to transfer to another service, without OnStaff Group’s prior written consent and settlement payment. We will not authorize OnStaff Group employees to operate vehicles without OnStaff Group’s prior written consent, and OnStaff Group is not responsible for resulting damages, injuries or losses. There is a minimum charge per employee of 4 hours for any one day.

OnStaff Group’s insurance does not cover design defects or product liability. We will not authorize OnStaff Group employees to approve plans, specifications, designs, maps, or render opinions without OnStaff Group’s prior written consent.

We will not leave our premises or valuable items unattended in presence of OnStaff Group employees, entrust same or advance money to OnStaff Group employees without OnStaff Group’s prior written consent. We will closely supervise OnStaff Group employees. We will report dishonesty claims in writing to OnStaff Group within 10 days of discovery and cooperate fully in investigation and subsequent prosecution.

We will promptly notify OnStaff Group when assignment ends and in event of invoice error.

Terms and Conditions also apply to future orders and no oral statement will modify or otherwise affect them. We will defend, indemnify and hold OnStaff Group and its affiliates harmless, including reasonable attorney’s fees (outside and corporate) and court costs if we fail to abide by Terms and Conditions.

EMPLOYEE (“I”) agree as follows:

Hours shown on timecard are correct. I will not work more than 8 hours in OnStaff Group workday or 40 in a workweek without advance approval from OnStaff Group. I will contact OnStaff Group after completing each assignment to determine if other work is available. If I do not, OnStaff Group may assume I am not available for work, and that I have voluntarily quit seeking employment through their service.

I will promptly notify OnStaff Group if I am injured on assignment. I did not suffer any injuries during hours shown other than already reported to OnStaff Group. I will promptly return OnStaff Group property entrusted to me on assignment.

I authorize my paycheck to be mailed to the address I have given OnStaff Group. If I submit timecards not signed by myself and the customer, or delay more than 90 days after workweek ends, I will not be paid. I will promptly notify OnStaff Group in writing if I do not receive my paycheck on time, and will sign forms to obtain replacement check.