

EMPLOYEE NAME: _____

CUSTOMER NAME: _____

EMPLOYEE SS# (Last 4 Digits Only) : _____

REPORT TO: _____ W/E DATE: _____

EMPLOYEE SIGNATURE: _____

PRO STAFF LOCATION: _____

PLEASE CHECK APPROPRIATE WORK SCHEDULE: Standard 4/10 9/80

DID YOU SUSTAIN ANY WORKPLACE INJURIES WHILE ON ASSIGNMENT THIS WEEK? Yes No

DAY	DATE	START TIME	MEAL PERIOD OUT	MEAL PERIOD IN	FINISH TIME	REGULAR HOURS WORKED	OT HOURS WORKED	TOTAL HOURS WORKED
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL								

JOB STATUS (check one) Completed Continue

By signing this timesheet you agree to pay Pro Staff for the hours worked by this employee under the terms of your Contract for Staffing Services.

Supervisor Signature _____ Date _____

EMPLOYEE AGREEMENT

CUSTOMER AGREEMENT

- The timesheet must be received by the first business day following the end of the pay period.
- WARNING: Altering or misrepresentation of hours or dates is a violation of Pro Staff policy and will result in discipline up to and including termination.
- Working unauthorized overtime will result in discipline up to and including termination.
- I agree to notify Pro Staff by phone or mail within 24 hours after completion of said job assignment. If I fail to give such notice, Pro Staff may assume that I am no longer available for work with Pro Staff.
- I agree to immediately report any incidents/accidents/injuries that involve me to Pro Staff.
- I agree to notify Pro Staff immediately if the customer changes my employment duties, or asks me to drive any vehicle including my own vehicle in connection with the employment.
- You must fill out a separate timesheet for each week ending date. If you worked days extending over two week ending dates, you must use two (2) timesheets.
- This timesheet must be filled out completely. Please ensure that your social security number and name are printed legibly. Failure to do so may result in your check being delayed.
- Keep a copy of this timesheet for your records.

- Pro Staff, as a supplier of temporary help and staffing services, generates its revenues through services it renders through the efforts of its employees to its customers and, therefore, has a substantial and ongoing investment in these employees. Absent an agreement to the contrary, Customer acknowledges the importance of Pro Staff's employees to the operation of Pro Staff and agrees that it will not utilize or employ any Pro Staff employee, or hire any Pro Staff employee through any other supplier, service, or leasing company, for a period of twenty-six (26) weeks after the date of the employee's last timesheet from assignment through Pro Staff, without consent in writing from Pro Staff. Customer agrees that if customer desires to utilize or employ any Pro Staff employee, or hire an employee of Pro Staff through another supplier, service, or leasing company, on a permanent or a temporary basis, the employee will remain on Pro Staff's payroll for a minimum of an additional twenty-six (26) weeks from the date of notification in writing, or, in the alternative, the customer will pay Pro Staff the sum of three thousand dollars (\$3,000.00) to compensate Pro Staff for the loss of each employee. (Section does not apply to technical and professional temporaries whose buyout would be based on salary level and specific job assignment.)
- Temporary employees are not responsible for the handling of cash and/or valuables without written permission from Pro Staff.
- Customer agrees that temporary employees are under the direction and control of Customer.
- Customer agrees that no temporary employee is to operate any vehicle (auto, forklift, heavy equipment, etc.) without the express, prior written consent of Pro Staff and customer's insurance shall be primary.
- Customer has the duty to notify Pro Staff before any change in a temporary employee's job assignment.
- The Customer agrees and warrants to Pro Staff that it will provide a reasonably safe place for Pro Staff employees. Customer agrees to indemnify Pro Staff for any harm if job assignment is changed without notifying Pro Staff. Customer agrees to be responsible for all federal, state, and local regulatory compliance that affects Pro Staff employees including, but not limited to, OSHA required training and emergency medical response assistance to injured Pro Staff workers.
- The signing of this timesheet constitutes acceptance to the above paragraphs and that the person performed satisfactorily. The Customer agrees that timesheets that are emailed constitutes a binding signature for invoicing. The above hours are correct and payment terms are net due upon receipt of invoice.
- If there is any conflict between this time sheet language and language in an executed agreement with Pro Staff, the language of the executed Customer Agreement shall control.