



You may drop your timecard off at your local Staffmark Branch office or contact your local branch for details about faxing or emailing your timecard for processing.

PLEASE PRINT LEGIBLY! Timesheets are due Monday at 12:00 Noon

Social Security #: (last 4 digits) _____ Week Ending _____

Name _____ State _____ Branch _____

List Dates / Hours Worked below to nearest 1/4 Hour. Please enter times exactly as show in sample below:

Date	Day	Time Started	Lunch Out	Lunch In	Time Finished	Total Hours
08/01/09	Mon	8:00 AM	12:00 PM	1:00 PM	5:00 PM	8.00
Date	Day	Time Started	Lunch Out	Lunch In	Time Finished	Total Hours
	Mon					
	Tue					
	Wed					
	Thu					
	Fri					
	Sat					
	Sun					

Please check appropriate work schedule: Standard 4/10 9/80 **Total Hours for Week** _____ (to nearest 1/4 hour)

EMPLOYEE		CUSTOMER APPROVAL	
I certify that I was not injured on this assignment this week. I agree that I worked the above hours and have read and agree to the information below.		I certify that the above Staffmark employee worked the hours listed on this timesheet and agree to the terms set forth in the Customer Agreement below.	
Employee Signature:		Name of Company:	
Assignment Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No		Authorized Signature:	_____ (Indicates acceptance of terms and conditions below)
Available for Work? <input type="checkbox"/> Yes <input type="checkbox"/> No		Print Name:	
If availability not indicated, Staffmark may assume I am not available for work. If you check <u>Yes</u> to either question, contact your local Staffmark Branch.		Dept:	Phone & Ext:

WARNING! Altering or falsifying this timesheet is a federal offense and you will be prosecuted!

Employee Agreement	Customer Agreement
<ol style="list-style-type: none"> This timesheet must be received by Staffmark within 14 days of the week ending date or it will not be valid. WARNING: Altering or misrepresentation of hours or dates is a criminal offense. Employees working at more than one company during the week ending period (Monday - Sunday) may not have hours exceeding 40 hours, except with Staffmark's written permission. I agree to notify Staffmark by phone or mail within 24 hours after termination of said job assignment. If I fail to give such notice, Staffmark may assume that I am terminating my employment with Staffmark. I agree that I have immediately reported any injuries that have occurred to Staffmark. I agree that I will not work for this customer directly, or through another temporary or leasing company on the same or similar assignment in a temporary or permanent job basis for a period of twenty-six (26) weeks after the date of the assignment, or I agree to pay Staffmark the sum of three thousand dollars (\$3,000) as a placement fee. I agree to notify Staffmark immediately if the client 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. 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. 	<ol style="list-style-type: none"> Staffmark, 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 Staffmark's employees to the operation of Staffmark and agrees that it will not utilize or employ any Staffmark employee, or hire any Staffmark 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 Staffmark, without consent in writing from Staffmark. Customer agrees that if customer desires to utilize or employ any Staffmark employee, or hire an employee of Staffmark through another supplier, service, or leasing company, on a permanent or a temporary basis, the employee will remain on Staffmark'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 Staffmark the sum of three thousand dollars (\$3,000.00) to compensate Staffmark 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 or valuables without written permission from Staffmark. 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 Staffmark and customer's insurance shall be primary. Customer has the duty to notify Staffmark before any change in a temporary employee's job assignment. The Customer agrees and warrants to Staffmark that it will provide a reasonable safe place for Staffmark employees. Customer agrees to indemnify Staffmark for any harm if job assignment is changed without notifying Staffmark. Customer agrees to be responsible for all federal, state, and local regulatory compliance that affects Staffmark employees including, but not limited to, OSHA required training and emergency medical response assistance to injured Staffmark 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 Staffmark, the language of the executed Customer Agreement shall control.