



Weekly Timesheet

www.hrconnects.com

Employee Name \_\_\_\_\_ for the week ending \_\_\_\_\_

Client Name \_\_\_\_\_ Client Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Regular Hours (excluding lunch)								
Overtime Hours								

Terms and Conditions

Client's Terms and Conditions. The Client hereby agrees to the following:

- 1) The total number of hours on this timesheet are correct, and that the work was performed in a satisfactory manner.
- 2) The Client's signature is required on all timesheets before payment can be processed.
- 3) The Client will not authorize the HRConnections temporary employees to operate machinery, automotive or truck equipment without prior written consent from HRConnections.
- 4) Insurance furnished by HRConnections does not cover physical loss or damage caused by the temporary employee's operation of the Client's vehicles, automobiles or trucks unless first agreed to in writing by HRConnections. It is agreed that the Client shall accept full responsibility for bodily injury, property damage, fire, theft, collision or public liability damage claims, any of which may be caused as a result of an accident taking place while a temporary employee of HRConnections is driving the client's vehicle, whether owned or rented.
- 5) The Client will not entrust the HRConnections temporary employee with the handling of cash, negotiables or other valuables.
- 6) While on a temporary assignment, the HRConnections temporary employee shall be supervised by the Client. HRConnections assumes no responsibility for any actions of the temporary employee assigned to the Client.
- 7) The Client agrees to indemnify and save harmless HRConnections from any and all fines, penalties or other costs incurred as a result of any actual or alleged violation of any governmental law or regulation relating to health and/or safety with respect to the premises where at an HRConnections temporary employee is assigned which are owned, leased or controlled by the Client.
- 8) Any applicant or temporary employee of HRConnections who has been introduced to the Client for any reason, including temporary staffing assignments, is a potential candidate for direct employment with the Client. In the event that any form of direct employment occurs within twelve months of the last day of the temporary assignment or introduction, the Client agrees to pay HRConnections a fee for placement services. Direct employment is defined as any work relationship including permanent, contract and part-time employment, or a fee for services arrangement with any division, subsidiary or affiliate company of the Client. Fees are payable regardless of the process of which the hiring occurs including but not limited to subsequent referrals from a competitive service or the incumbent's direct application for employment.

Employee's Terms and Conditions. The Employee hereby agrees to the following:

- 1) It is the responsibility of the temporary employee, not HRConnections to obtain an authorized signature from the Client on all timesheets for the payment of hours worked.
- 2) The temporary employee certifies that the hours reported on the timesheet are accurate and have not been falsified or altered in any way.
- 3) The employee agrees that falsification of timesheets is grounds for immediate dismissal without notice or payment in lieu of notice.
- 4) It is not permitted for a temporary employee placed on assignment with the Client through HRConnections to transfer from HRConnections payroll to the payroll of a competing personnel company or agency for the duration of the assignment.
- 5) Time should be recorded to the nearest increment of 15 minutes.
- 6) There is no guarantee as to the duration of any temporary assignment. Assignments can be terminated, extended or amended without prior notice by either the Client or HRConnections.

Employee Signature \_\_\_\_\_ Authorized Client Signature \_\_\_\_\_

Instructions : Please complete your timesheet by 6pm on Fridays and fax a signed copy to 416.285.8969