

TIME SHEETS ARE DUE END OF SHIFT FRIDAY!

Your work week begins Monday and ends on Sunday. Payday is Friday; New Hire check pick up is from 7:30AM – 4:00PM. **TIMECARDS ARE DUE AT THE END OF YOUR SHIFT OR WORK WEEK BY FRIDAY afternoon, unless you are working the weekend.** If the site supervisor is not available send your time anyway so we can start processing your time, resend your time sheet if necessary with a signature on Monday. The latest we will accept time is Monday at 10:00 a.m., this is for people who work the weekend. After faxing your time, call for confirmation. Please call SONJA if you have any questions: (469)-341-3665 (Payroll's Direct Line), (972) 484-3922 (Main Line) or email sonjaa@cnstaffing.com

Quality Evaluation

Employee Quality Performance Report									
Performance Report to be completed by Site Supervisor Rate 1-10 (10-Excellent - 1 Poor)	Mon	Tues	Wed	Thurs	Fri	Sat	Sun		
									On Time
									Skills
									Service
									Other:(following instructions, etc)

Quality Rating: Rate 1 – 10 (10-Excellent...5-Satisfactory....1- Poor)

**ALWAYS PUT THE CORRECT DATES and a SUPERVISOR SIGNATURE! !!
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Hours Worked

Employee Time Card: To be completed and Signed by Employee and Signed by Client							
Month/Date	MON	TUES	WED	THRS	FRI	SAT	SUN
Time In							
Time Out							
Lunch							
Total Hrs							
Client Signature Indicates Verification of Hours Worked As Shown, and Acceptance of Terms and Conditions Below. A 4 Hour Minimum Charge May Apply.					Total Hours (For Office Use Only)		
Authorized Signature X				Date: /		Hours	Min
Client Name:					Employee Name (Print)		
Report To: Printed Name of Supervisor:					Soc Sec Number: Assignment Complete XXX-XX- <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Direct Deposit <input type="checkbox"/> NEW HIRE - PICK UP <input type="checkbox"/> NEW HIRE - MAIL		

CLIENT AGREEMENT: Hours and Performance: It is understood that the individual signing this timesheet is an authorized representative of the company who certifies that the hours as shown are correct and that the work was performed in a satisfactory manner. This time card is used by C^oStaffing to issue a paycheck related to the hours worked. Also, an associated invoice will be issued based on this time card and the client agrees to pay the invoice upon receipt.

LIABILITY: Client agrees that C^oStaffing inc employees shall not be entrusted with unattended premises, cash, negotiables or other valuables, nor shall they be authorized to operate machinery or motor vehicles. C^oStaffing inc insurance does not cover employees operating client's owned or leased motor vehicles and Client therefore accepts full responsibilities for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage sustained or incurred as a result of a C^oStaffing inc employee driving such vehicles(s), or arising out of or involving violation by Client of the above. Client shall defend, indemnify and save C^oStaffing inc harmless from any and all fines, penalties and assessments, including attorney fees, incurred by C^oStaffing inc as a result of any alleged violation of any Federal, State, Local law, regulation or ordinance relating to health and safety with respect to premises owned or controlled by Client and to which C^oStaffing inc employees are assigned.

EMPLOYER / EMPLOYEE RELATIONSHIP: Client recognizes C^oStaffing employer-employee relationship with its personnel and accepts the obligation to discuss all matters concerning this employment, job assignments, pay procedures, etc. with C^oStaffing. Further, Client agrees that, should Client desire to hire this employee on a full time basis as your own employee, Client will so notify C^oStaffing and will agree to keep the employee on C^oStaffing payroll for a total of 480 hours at the current billing rate and pay a flat fee of \$450 (or as negotiated) before the employee goes full time with the client. Client agrees not to attempt to independently hire CnStaffing employees for a period of 6 months after they leave an assignment unless prior arrangements have been made with C^oStaffing.

*****ALL EMPLOYEES ARE REQUIRED TO HAVE DIRECT DEPOSIT****