



- Weekly Timecard -

Week Ending (Please use MM / DD / YY format.) Name \_\_\_\_\_

MM / DD / YY

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

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

Social Security Number (Please print clearly and inside the lines provided.)

SSN grid

Client City/State/ZIP \_\_\_\_\_

Department \_\_\_\_\_

Timecards must be received by 9:00 a.m. Monday morning. Print clearly with a blue or black pen.

Timecard grid with columns: MONTH/DAY, TIME IN, LUNCH START, LUNCH END, TIME OUT, TOTAL WORK HOURS (15, 30, 45), OFFICE USE ONLY. Includes a section for contractor completion.

PAY 306-1006

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

Employee Signature (REQUIRED)

Authorized Client Signature (REQUIRED)

TERMS AND CONDITIONS

CLIENT ("We") agree as follows:

Hours shown on timecard are correct and work was performed satisfactorily. We will pay for work performed, including sales tax and overtime as required by law in compliance with Westaff Standard Terms of Payment which are net 10 days from the date of invoice. We will not allow Westaff employees to work more than 8 hours in Westaff workday or 40 in workweek (Monday-Sunday) unless we obtain prior Westaff approval. There is a minimum charge per employee of four (4) hours for any one day. We will promptly notify Westaff when assignment ends and in event of invoice error. We will notify Westaff when work is subject to Service Contract Act, Davis-Bacon Act or similar prevailing wage laws.

Westaff has expenses in maintaining its temporary staff (advertising, recruiting, testing, reference checking, etc.). Therefore, we will not hire Westaff's employees, interfere with employment or allow employees to transfer to another service without Westaff's prior consent and settlement payment as determined by Westaff.

We will not leave our premises, valuables, negotiables, or credit information unattended in presence of, or entrust same to, Westaff employees without Westaff's prior express consent. We will not advance money to Westaff employees. We will closely supervise Westaff employees. We will report dishonesty claims in writing to Westaff within 10 days of discovery and cooperate fully in investigation and any subsequent prosecution.

We will not authorize Westaff employees to operate vehicles without Westaff's prior express consent. Westaff is not responsible for damages, injuries or losses associated with driving assignments. We will not reassign Westaff employees to different job duties without Westaff's prior express consent.

We will furnish Westaff employees with a safe workplace. We comply with all applicable OSHA requirements and regulations and will notify Westaff immediately of hazardous conditions, materials or chemicals in or near areas where Westaff employees work. If Westaff employees are injured on assignment, we will promptly notify Westaff.

We will comply with all civil rights and employment laws regarding Westaff employees.

We will notify Westaff of any name and/or ownership change within five days of such change.

We will defend, indemnify and hold Westaff harmless, including reasonable attorney's fees and court costs if we fail to abide by Terms and Conditions.

Terms and Conditions also apply to future orders and no oral statement will modify them.

EMPLOYEE ("I") agree as follows:

Hours shown on timecard are correct. I will not work more than 8 hours in Westaff workday or 40 in workweek (Monday-Sunday) without advance approval from Westaff. I will contact Westaff after completing each assignment to determine if other work is available. If I do not, Westaff may assume I am not available for work, and that I have voluntarily quit my Westaff employment.

I will promptly notify Westaff if I am injured on assignment. I will promptly return Westaff's or its client's property entrusted to me on assignment.

I must promptly submit timecards signed by me and client before I am paid. I have completed an Associate Payroll form giving Westaff instructions as to my earnings. I will promptly notify Westaff if I do not receive my earnings timely and will sign forms to obtain replacement check.

White = Branch, Green = Corporate, Yellow = Client, Pink = Employee