



OFFICE #	WEEK ENDING	MUST BE RECEIVED BY PRIDESTAFF WITHIN ONE HOUR AFTER THE END OF YOUR LAST SHIFT DURING THE WEEK.

EMPLOYEE LAST, FIRST NAME (PLEASE PRINT)

LAST 4 DIGITS OF SSN

Every employee is required to contact PrideStaff when their assignment ends. If the employee fails to make such contact, the employee may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I agree not to ask or accept employment from any client that I am assigned to by PrideStaff without notifying PrideStaff in writing.

I hereby certify that this time sheet is true and correct and that I have taken all required meal and rest periods, and that I have not sustained any work-related injuries during this assignment.

COMMENT

EMPLOYEE SIGNATURE

CLIENT NAME

ADDRESS CITY

DAY	DATE	START	LUNCH		STOP	REG. HOURS	O.T. HOURS	D.T. HOURS	TOTAL HOURS
			OUT	IN					
MON									
TUE									
WED									
THU									
FRI									
SAT									
SUN									
TOTAL HOURS									

Client approval includes verification of hours worked and acceptance of terms and conditions below. DO NOT SIGN IF HOURS ARE NOT TOTALED.

AUTHORIZED CLIENT SIGNATURE	TITLE	DATE
AUDIT (FOR PRIDESTAFF USE ONLY):		
		INITIALS

CE11754 6/18

CLIENT AGREEMENT

Thank you for choosing PrideStaff. Please read the following information regarding the terms of service: Client agrees that PrideStaff's obligation to Client is limited to assigning employees (Field Associates) with certain skills and experience; maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation insurance premiums); hire, assign, reassign, counsel, discipline and discharge.

Client's signature on this timesheet certifies that the hours are correct and authorizes PrideStaff to bill Client for such hours. Client agrees that, in the event a Field Associate works overtime hours (as defined by applicable state and/or federal wage and hour laws) for Client, Client will pay an increase in the bill rate to reflect such additional compensation plus applicable markup. Client agrees to provide all meal and rest periods as required by state and/or federal law. Client further agrees to notify PrideStaff immediately if an assignment ends for any reason before the agreed assignment end date.

Client agrees to pay net 14 days from the date of invoice or as otherwise agreed in writing. If it becomes necessary for PrideStaff to place the account for collection, Client shall be liable for all applicable attorney fees plus all reasonable costs, disbursements and interest in connection therewith.

Client agrees that it will not entrust Field Associates with any unattended premises, cash, checks, credit cards, keys, merchandise, confidential or trade secret information, customer account access, negotiable instruments or other valuables. Client also agrees that it will not permit any Field Associate to operate machinery or use (drive/operate or ride in) any vehicle (including powered industrial trucks), regardless of ownership, in connection with the performance of services, unless authorized in advance by PrideStaff. Additionally, Client agrees that it will provide safety training and supervise the performance of Field Associates for the duration of their assignment and that no Field Associate will have final sign-off authority on any work or product.

Client shall comply with all applicable state and federal regulations including, but not limited to, those pertaining to equal opportunity employment, health and safety (OSHA), equal pay (EPA), and the Americans with Disabilities Act (ADA). Client agrees to furnish Field Associates with safe working conditions/equipment and to train Field Associates in safety procedures necessary for performance of the approved job duties. Client agrees to indemnify and hold PrideStaff harmless from claims/demands resulting from unsafe working conditions, OSHA violations, or property damage related to premises owned or controlled by Client where Field Associates are assigned. Client agrees to notify PrideStaff immediately of any accident, injury, or complaint involving a Field Associate.

Client understands that during the course of its business relationship with PrideStaff, Client may have access to confidential information regarding Field Associates. Client agrees that it will utilize reasonable safeguards to ensure privacy of confidential employee information including, but not limited to: Social Security Numbers, Driver's License numbers, address and phone numbers, results of consumer and/or investigative consumer reports and any employment-related drug screens. Client agrees that any use of this information requires express written permission from PrideStaff or the Associate and can only be used for legitimate employment reasons.

Should Client decide to hire a Field Associate, Client agrees to pay a negotiated conversion fee based on the total temporary hours worked and/or the total estimated gross annual compensation, unless an alternative agreement exists in writing with PrideStaff. A fee is also applicable if a Field Associate is hired directly by Client within a 12-month period following the completion date of the assignment. Charges for services are entirely based upon Client's hiring through PrideStaff referral. Referral constitutes any written or verbal presentation of the candidate's qualifications or employment history.

Please feel free to contact the local PrideStaff office if you have questions, comments or suggestions. We look forward to serving your business needs.