



Email your completed timecard to payroll@staffmarkgroup.com
TIMESHEETS ARE DUE BY MONDAY 9:00 A.M.

EMPLOYEE NAME: _____

CUSTOMER NAME: _____

EMPLOYEE ID: _____

REPORT TO: _____ W/E DATE: _____

EMPLOYEE SIGNATURE: _____

WARE TECHNOLOGY SERVICES LOCATION: 200300 WARE MN

DAY	DATE	START TIME	MEAL PERIOD OUT	MEAL PERIOD IN	FINISH TIME	REGULAR HOURS WORKED	OT HOURS WORKED	TOTAL HOURS WORKED
MONDAY								
TUESDAY								
WEDNESDAY								
THURSDAY								
FRIDAY								
SATURDAY								
SUNDAY								
TOTAL								

By signing this timesheet you agree to pay Ware Technology Services for the hours worked by this employee under the terms of your Contract for Staffing Services.

Supervisor Signature _____ Date _____

EMPLOYEE AGREEMENT

- The timesheet must be received by the first business day following the end of the pay period.
- WARNING:** Altering or misrepresentation of hours or dates is a violation of Ware Technology Services policy and will result in discipline up to and including termination.
- Working unauthorized overtime will result in discipline up to and including termination.
- I agree to notify Ware Technology Services by phone or mail within 24 hours after completion of said job assignment. If I fail to give such notice, Ware Technology Services may assume that I am no longer available for work with Ware Technology Services.
- I agree to immediately report any incidents/accidents/injuries that involve me to Ware Technology Services.
- I agree to notify Ware Technology Services immediately if the customer 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 date. 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.

CUSTOMER AGREEMENT

- Ware Technology Services, 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 Ware Technology Services's employees to the operation of Ware Technology Services and agrees that it will not utilize or employ any Ware Technology Services employee, or hire any Ware Technology Services 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 Ware Technology Services, without consent in writing from Ware Technology Services. Customer agrees that if customer desires to utilize or employ any Ware Technology Services employee, or hire an employee of Ware Technology Services through another supplier, service, or leasing company, on a permanent or a temporary basis, the employee will remain on Ware Technology Services'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 Ware Technology Services the sum of three thousand dollars (\$3,000.00) to compensate Ware Technology Services 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 and/or valuables without written permission from Ware Technology Services.
- 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 Ware Technology Services and customer's insurance shall be primary.
- Customer has the duty to notify Ware Technology Services before any change in a temporary employee's job assignment.
- The Customer agrees and warrants to Ware Technology Services that it will provide a reasonably safe place for Ware Technology Services employees. Customer agrees to indemnify Ware Technology Services for any harm if job assignment is changed without notifying Ware Technology Services. Customer agrees to be responsible for all federal, state, and local regulatory compliance that affects Ware Technology Services employees including, but not limited to, OSHA required training and emergency medical response assistance to injured Ware Technology Services 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 Ware Technology Services, the language of the executed Customer Agreement shall control.