

Employee Last Name	First	Middle
Week Ending Date (Sunday)	Employee Number	
<p>I certify that the hours shown are correct and have been verified by an authorized representative of the customer. (Employees working for more than one customer during a week may not have hours exceeding 40, except with PSU's permission.) I also agree to notify PSU within 48 hours after completion of each assignment. If I fail to do so, PSU may assume that I am not available for work. I further agree not to work directly or through another staffing service for an customer company to which I am assigned without the prior permission of PSU.</p> <p>Employee Signature _____</p> <p>Are you returning to this assignment? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Unless noted below, I have not been injured on the job this week.</p>		
Customer Name		
Authorized Signature	Date	Department
Please Print Name		Title
<p>IMPORTANT FOR CLIENT: BY EXECUTION OF THIS FORM CLIENT CERTIFIES THAT HOURS SHOWN ARE CORRECT, WORK WAS SATISFACTORY, AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM. DO NOT SIGN IF HOURS ARE NOT TOTALED.</p>		

SHIFT	TIME STARTED	TIME FINISHED	LESS LUNCH	REG. HRS. WORKED	O.T. HRS. WORKED	D.T. HRS. WORKED	TIME MISSED Excused (*) Unexcused (x) Supv. Initial
MON.							
TUES.							
WED.							
THU.							
FRI.							
SAT.							
SUN.							
TOTAL HOURS TO NEAREST QUARTER HOUR							

EMPLOYEE INSTRUCTIONS	1. LEAVE PINK COPY WITH CUSTOMER 2. KEEP YELLOW COPY FOR YOUR RECORDS 3. WHITE COPY TO PSU. 4. TIME SHEETS DUE BY 5:00 P.M. EACH MONDAY. LATE, INCOMPLETE, OR INCORRECT TIME SHEETS MAY DELAY YOUR PAYCHECK. 5. ALL TIME SHEETS VOID AFTER 30 DAYS.
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AUTHORIZATION: The individual signing this time card is an authorized representative of the client company and hereby certifies that the hours worked as indicated on the front side of the time card are true and correct and that the work was performed in satisfactory manner. This signature shall serve as authorization to bill the client company at the hourly rates agreed to per assignment.

GUARANTEE: To ensure customer satisfaction, PSU extends an 8 hour guarantee on each placement. If the individual who was placed on assignment with the client company is not satisfactory, PSU will not charge for the unsatisfactory time up to eight hours.

SAFETY AND REGULATIONS: We (the client) acknowledge that each PSU employee is assigned on the basis of a particular job classification and is not to change job duties without prior approval from PSU. We (the client) assure that we will: provide a workplace which is free from recognized hazards that are likely to cause death or serious injury; conduct required safety training; and ensure that PSU employees use any protective equipment necessary to perform the assignment safely. We assure that we (the client) are in compliance with all laws, rules, and regulations of duly constituted governmental bodies concerning PSU employees or any other employees.

MOTOR VEHICLES AND TRANSPORTATION EQUIPMENT: PSU employees are not to be permitted to operate any motorized vehicles (autos, trucks, forklifts, or any other transportation equipment) without the prior written permission of PSU. Only those specific employees placed on assignments whereby PSU has given permission shall be authorized. PSU accepts full responsibility for verifying experience and/or checking driving records on those employees authorized to operate motorized vehicles. Unless otherwise agree, PSU does not certify forklift operators or provide site-specific powered industrial truck safety training. Should we (the client) choose to allow PSU employees to operate motorized vehicles, we do so at our own risk and agree we are liable for all physical damage and loss resulting from operation of the vehicle.

CASH, NEGOTIABLES AND VALUABLES: We (the client) agree not to entrust any PSU employee with unattended premises cash, credit cards, negotiable instruments, keys, or other valuable property without prior written approval from PSU.

CONVERSION: We (the client) understand that PSU has incurred considerable expense for advertising, recruiting, interviewing, testing, screening, and training of its employees. Therefore, in consideration of this service, we (the client) agree not to hire or utilize the services of a PSU employee until the employee has worked at least 480 hours or for a period of six months after the last day of assignment. If a PSU employee is hired prior to the completion of 480 hours of work, a conversion fee will be due and payable equal to the difference between the hourly bill rate and pay rate multiplied by the difference between 480 hours and the hours actually worked.

EMPLOYMENT RELATIONSHIP: PSU employees assigned to your site shall not be deemed to be your employees. PSU warrants that it's employees are covered by worker's compensation insurance and that it assumes total responsibility to pay all applicable Federal, State, and Local withholding taxes, as well as Social Security and all other payroll taxes. We (the client) are responsible to supervise PSU employees while on assignment with us. We will take appropriate steps to exclude PSU employees from our benefit plans to the extent permitted by law. We (the client) agree not to interfere with the employment relationship between PSU and its employee(s) by referring the employee(s) to another subsidiary, division, affiliate, company or by directly or indirectly causing or encouraging a PSU employee to transfer to or become employed by another staffing company without the consent of PSU. We (the client) agree that if this occurs, we will pay PSU a recruitment fee equal to 15% of the employee's estimated annual salary.

TERMS: We (the client) understand that PSU's terms are net upon receipt. PSU will invoice weekly passed on the client approved time sheets. After 30 days, 1.5% interest per month will be charged. In the event we fail to pay PSU's charges when de, we agree to pay all collection and/or litigation costs including attorney's fees.