

PERFECT TIMING™

PERSONNEL SERVICES, INC.

700 LARKSPUR LANDING CIRCLE STE. 165 LARKSPUR, CA 94939

_____/_____/_____
EMPLOYEE NAME **WEEK ENDING DATE**

COMPANY NAME / DEPT

PLEASE FILL OUT ALL TIME TO THE NEAREST .25 HOUR.

	IN-A.M.	OUT-lunch	IN-return	OUT-P.M.	REGULAR	OVERTIME
SAT						
SUN						
MON						
TUE						
WED						
THU						
FRI						
(TO NEAREST .25 HR) TOTAL						

(TIME WORKED IN EXCESS OF 40 HRS IN A WEEK OR OVER 8 HOURS IN A DAY WILL BE PAID AND BILLED AT OVERTIME RATES.)

Return timecard BY FAX to 415-461-7551.

 Employee Signature **ASSIGNMENT ENDED?**
 YES () NO ()

I certify that the hours shown here are correct.

 Supervisor Approval (SIGN, PRINT & DATE)

There is a four-hour minimum per assignment.

Revised 6/08

APPLICANT INFORMATION

1. Please complete a separate time sheet for each new assignment.
2. Subtract time taken for lunch or appointments.
3. Sign time sheet and ask supervisor to verify time sheet by signing and dating.
4. **Please fax a copy of timesheet by FRIDAY AT 5:30 TO 415-461-7551.**
5. Checks will be mailed on Tuesday evenings. You may call Tuesday by 12:00 noon to have your check held for pick up at the Larkspur branch on Wednesdays.
6. Incomplete, inaccurate, illegible, or unsigned time sheets may cause your paycheck to be delayed.

TIMESHEET AGREEMENT

1. **CLIENT** agrees that **Perfect Timing Personnel Services, Inc.'s (PTPS)** obligation to **CLIENT** is limited to assigning employees (Assigned Employees) with certain skills and abilities and, with regard to such employees, to maintain personnel and payroll records; calculate and pay wages; withhold and remit payroll taxes and other government-mandated charges (including workers' compensation); hire, assign, reassign, counsel, discipline and discharge; and handle work-related claims and complaints.
2. **CLIENT's** signature on this timesheet certifies that the hours are correct, that the work was performed to **CLIENT's** satisfaction and authorizes **(PTPS)** to bill **CLIENT** for such hours. **CLIENT** agrees that, in the event an Assigned Employee works for **CLIENT** more than forty (40) hours in any workweek, **CLIENT** will pay an increase in the bill rate to reflect such additional compensation plus applicable markup. **CLIENT** agrees that, in the event an Assigned Employee doesn't take the state law mandated meal break after 5 hours worked, **CLIENT** will pay an additional one-hour penalty.
3. **CLIENT** agrees that it will not entrust Assigned Employees with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the express prior written permission of **(PTPS)** and then only under **(PTPS)'s** direct supervision and control, and that it shall not request, permit nor tacitly encourage any Assigned Employee to use any vehicle, regardless of ownership, in connection with the performance of services for **CLIENT**.
4. **CLIENT** shall not request, permit nor tacitly encourage or allow Assigned Employee to lift, push, pull or otherwise move any heavy object. For purposes of this section, a heavy object is any object over ten (10) pounds, including computers, file cabinets, boxes or any similar item. Employees must also take a paid 10 minute rest period in the middle of each work period for every hour worked beyond 3.5 hours. A seven to eight hour shift would require 2 rest periods.
5. **CLIENT** agrees to pay *net upon receipt* of invoice, and to pay late charges on any unpaid balances after 30 days from the date of receipt at the rate of 1% per month (Annual Percentage Rate of 12%) or the maximum legal rate, whichever is higher. **CLIENT** agrees not to directly or indirectly cause or permit any Assigned Employee assigned to **CLIENT** by **(PTPS)** to transfer to another entity's payroll, or to perform services for **CLIENT** while on the payroll of any person or firm other than **(PTPS)** during the term of the Assigned Employee's assignment to **CLIENT** and for 365 days after such assignment ends. If **CLIENT** violates this paragraph, then **CLIENT** shall pay to **(PTPS)** a fee in the amount of 25% of the Assigned Employee's annualized compensation, or \$10,000.00 whichever is greater.
6. Perfect Timing is an employer-retained personnel agency. If you wish to hire someone as a regular employee while on assignment, or within one year after completion of the assignment, you may do so with our written consent. Perfect Timing will charge the **CLIENT** pursuant to the then existing fee schedule. Please phone for a current direct hire fee schedule. **CLIENT** agrees to fully indemnify **PTPS** for any costs incurred by **PTPS** caused, directly or indirectly, by **CLIENT'S** breach of agreement. Should it be necessary to bring an action to enforce any provision of this agreement, the prevailing party shall be entitled to attorney's fees and costs.