



# Priority Staffing

## TIME SHEET

Employee Name (Please Print): \_\_\_\_\_

Week Ending Sunday: \_\_\_\_\_

Company Assigned: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date	Start Time	Lunch Out	Lunch In	End Time	Total Hrs. (Rounded to the nearest ¼ hour)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
<b>Total Straight Time hours:</b>					
<b>Total Overtime Hours: (any hours worked over 40 hours)</b>					

Employee Signature Required: \_\_\_\_\_

Date: \_\_\_\_\_

*EMPLOYEE CERTIFIES NO ACCIDENT OR INJURY WAS SUSTAINED WHILE WORKING ON THE ASSIGNMENT UNLESS SO NOTED IN WRITING*

Client Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- PRIORITYSTAFFING's responsibilities are to assign its qualified employees (Assigned Employees) to work under CLIENT's supervision; to pay their wages and provide the benefits that PRIORITY STAFFING offers to them (including unemployment insurance and workers' compensation); to maintain their personnel and payroll records; and to pay, withhold, and remit payroll taxes and other legislatively mandated charges related to them. CLIENT's responsibilities are to properly supervise Assigned Employees; to be responsible for and to safeguard all aspects of its business; to provide safe working conditions; and to exclude Assigned Employees from its benefit plans, policies, and practices.
- CLIENT's signature on this time sheet certifies that the reported hours are correct. CLIENT will pay PRIORITY STAFFING for the hours at the documented rates upon receipt of PRIORITY STAFFING's invoices. If an Assigned Employee works time defined by law as overtime or premium time, CLIENT will pay the same multiple of the regular bill rate as PRIORITY STAFFING is required to apply to the pay rate for such time.
- CLIENT will not ask or permit Assigned Employees to use any vehicle or entrust them with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables without the prior written permission of PRIORITY STAFFING.
- If CLIENT uses the services of any Assigned Employee as its direct employee, as an independent contractor, or through any person or firm other than STAFFING FIRM during or within 180 days after any assignment of the Assigned Employee to CLIENT from STAFFING FIRM, CLIENT must notify PRIORITY STAFFING and (a) continue the Assigned Employee's assignment from STAFFING FIRM for his or her next 500 consecutive work hours for CLIENT, or (b) pay PRIORITY STAFFING FIRM a fee in the amount of 25% of the Assigned Employee annualized salary, or \$4000, whichever is higher.
- Neither CLIENT nor STAFFING FIRM will be liable to pay or indemnify the other for any incidental, consequential, exemplary, special, punitive, or lost profit damages or expenses arising from their staffing relationship.

1314 Houbolt Rd.  
Joliet, IL 60431  
Phone: (815) 725-4121  
Fax: (815) 725-6311