



TIMECARD

Payroll checks will be mailed every Friday.

EMPLOYEE NAME (Please Print)		WEEK ENDING SUNDAY / /		DAY	DATE	STARTED	FINISHED	LUNCH	REG.HOURS	OVER-TIME HRS
Business Name (Please Print)				MON						
AVALILABLE FOR WORK		SOCIAL SECURITY NO.		TUES						
Yes ()	No()	— —		WED						
EMPLOYEE AGREEMENT: I CERTIFY THAT I WORKED THE HOURS SHOWN ON THIS CARD ON THE DAYS INDICATED AND THAT THISCARD HAS BEEN CERTIFIED BY A PERSON THAT I BELIEVE IS AN AUTHORIZED REPRESENTATIVE OF THE CLIENT. I WILL CONTACT RELIABLE STAFFING AFTER COMPLETING THIS ASSIGNMENT, AND I UNDERSTAND THAT, IF I DO SO RELIABLE STAFFING WILL ASSUME THAT I AM UNAVAILABLE FOR WORK. I ACKNOWLEDGE THAT NOTICES PERTAINING TO MY AVAILABILITY FOR EMPLOYMENT ARE POSTED AT THE RELIABLE STAFFING OFFICE. I UNDERSTAND THAT IF I FAIL TO NOTIFY RELIABLE STAFFING THAT I AM AVAILABLE FOR ASSIGNMENT, MY UNEMPLOYMENT BENEFITS MAY BE AFFECTED.				THU						
EMPLOYEE SIGNATURE (Write Legibly)				FRI						
CLIENT AGREEMENT: As the client's authorized representative, I certify that the temporary employee's hours shown on this time sheet are correct and that the work was performed satisfactory. Hours in excess of 40 hours per week or 8 hours per day will be billed at time and one-half. I also agree to the Reliable Staffing Terms listed below.				SAT						
AUTHORIZED CLIENT SIGNATURE (Write Legibly)				TITLE	CLIENT WRITE TOTAL HOURS WORKED(IN WORDS) HERE TOTAL HOURS TO NEAREST QUARTER HOUR. MINIMUM EIGHT (8) HOURS PER EMPLOYEE PER DAY. TIME AND ONE-HALF BILLED FOR ALL HOURS WORKED OVER 40 HOURS PER WEEK OR 8 HOURS PER DAY				REGULAR	OVER-TIME
AUTHORIZED CLIENT NAME (Please Print)				IS THIS EMPLOYEE CONTINUING THIS ASSIGNMENT? YES () NO ()					HOURS/ MIN	HOURS/ MIN
									TOTAL HOURS ▶	

RELIABLE STAFFING TERMS

- 1) For 90 days after the last day for which hours are reported on this form, client should not use the services of the named **Reliable Staffing** employee assigned by **Reliable Staffing**. This includes the following cases:
 - a) employing the person directly
 - b) entering into any independent contractor, agency, facility, staffing, or consulting relationship involving the person's services
 - c) Arranging, suggesting, endorsing, facilitating or acquiescing in the person's employment or recruitment by an organization other than **Reliable Staffing**, whether or not the person is later assigned to client.
- 2) **Reliable Staffing** will release client from section 1 if client notifies **Reliable Staffing** of its intention to use the person and purchase 480 additional hours.
- 3) **Reliable Staffing** invoices are due upon receipt. If one has an outstanding balance, a 1.5% finance charge will be accrued per month. A one time fee of 10% of total invoices will be charged after 30 days from date of invoice (for past due fees). The client will also be liable for all cost of collection and attorney fees.
- 4) Client accepts full responsibility for all claims and costs associated with acts or omissions of **Reliable Staffing** employees arising from client's nonobservance of section 5 and of section 6.
- 5) Client will not allow **Reliable Staffing** employees to operate motor vehicles or machinery with out **Reliable Staffing** prior written permission.
- 6) Clients will not entrust **Reliable Staffing** employees with unattended premises, cash, keys, tools negotiable or other valuables with out **Reliable Staffing's** prior written permission.
- 7) Until this form is modified, these terms govern future temporary assignments and why temporary assignments already formed.

530-WORK

TEMPORARY, TEMP-TO-HIRE, FULL TIME PLACEMENT

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www.reliable-staffing.com