

Social Security No. \_\_\_\_\_ Associate's Name \_\_\_\_\_  
 Customer Name \_\_\_\_\_ Branch# \_\_\_\_\_ Order# \_\_\_\_\_ Assignment# \_\_\_\_\_



**Please contact your THE STAFFING SOLUTIONS GROUP representative with all changes regarding check handling instructions.**

PLEASE PROVIDE TOTALS TO THE NEAREST 1/4 Hour (LESS LUNCH)								
	DATE	TIME IN	LUNCH START	LUNCH END	TIME OUT	TOT REG	TOT OT	TOT DBL
MON								
TUES								
WED								
THUR								
FRI								
SAT								
SUN								
<b>TOTAL HOURS</b>								

Week Ending: \_\_\_\_\_ Assignment Continuing: Y / N

**ASSOCIATE AGREEMENT**

I certify that I worked for the client below a total of \_\_\_\_\_ hours for the week. These hours were certified by an authorized representative of the Customer. I understand that my timesheet must be turned in by Monday to be processed for this week's payroll. I understand and agree that I must call my THE STAFFING SOLUTIONS GROUP representative if my address changes or if I need to change the check delivery request as indicated above. **I understand that I am to contact THE STAFFING SOLUTIONS GROUP office after completing this assignment to discuss another assignment, and if I do not do so, THE STAFFING SOLUTIONS GROUP may assume that I am not available for work.** Employee certifies no accident or injury was sustained while working on the assignment.

Associate's Signature \_\_\_\_\_

**CUSTOMER AGREEMENT**

It is understood that the undersigned is an authorized representative of the company and hereby certifies that the above hours are correct and that the work was performed to your satisfaction. Customer understands there will be a four hour minimum charge per employee per day.

Customer Signature \_\_\_\_\_ Cost Center \_\_\_\_\_

**THE STAFFING SOLUTIONS GROUP COPY**  
*Quality based. Client focused.*

**THE STAFFING SOLUTIONS GROUP**

Being duly authorized on behalf of the above Customer, the undersigned hereby (1) certifies that the above hours are correct and the work was performed in a satisfactory manner, (2) confirms prior agreement between THE STAFFING SOLUTIONS GROUP and Customer, with respect to the services performed hereunder and any future services. That (1) Customer shall not entrust THE STAFFING SOLUTIONS GROUP employees with unattended premises, cash, negotiables or other valuables or authorize such employees to operate machinery or motor vehicles without written permission from THE STAFFING SOLUTIONS GROUP in each instance does not cover loss or damage caused by THE STAFFING SOLUTIONS employees operating Customer's owned or leased motor vehicle(s), and Customer therefore accepts full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a THE STAFFING SOLUTIONS GROUP employee driving such vehicle(s) or arising out of involving violation by Customer of paragraph (2) (a) above (c) THE STAFFING SOLUTIONS GROUP is not responsible for claims made under its Fidelity Bond unless such claims are reported in writing to it by Customer within 30 days after occurrence (d) Customer should indemnify and save THE STAFFING SOLUTIONS GROUP harmless from claims and demands arising out of the Occupational Safety and Health Act as it related to premises owned or controlled by Customer and to which THE STAFFING SOLUTIONS GROUP employees are assigned. (e) Customer further agrees that terms of payment are "Due Upon Receipt of Invoice." Payments for any and all invoices made beyond 30 days of date of invoice will be charged interest at the rate of 1-1/2%, per month (18% APR) and all collection costs. In the event we fail to pay the charges of THE STAFFING SOLUTIONS GROUP (whether for temporary services of conversion fee) when due, we (the client) shall pay all collection and/or litigation costs plus reasonable attorney's fees.

It is understood and agreed that we (the client) will respect THE STAFFING SOLUTIONS GROUP's employer/employee relationship with its employees, whether temporary, contract or other. We also realize that THE STAFFING SOLUTIONS GROUP's employees are their inventory and that considerable time, effort and monies have been exhausted in the recruitment, training, and counseling of these employees. Therefore, in consideration for this service, we (the client) agree that if any employee named herein is employed by us, our associates or affiliates as an employee or temporary or as an independent contractor during a temporary assignment "or" within one (1) year after the last day worked, we agree to pay THE STAFFING SOLUTIONS GROUP a conversion fee of 10% of the estimated annual pay, even if that employee is no longer employed by us.

Should we (the client) choose to sever our business relationship with THE STAFFING SOLUTIONS GROUP, we will in no way directly or indirectly, instigate, promote, influence, agree to, condone or take part in any form in the transfer, recruitment or hiring of THE STAFFING SOLUTIONS GROUP's employee by any of its competitors.