

Client:  
 Work Address:  
 Timesheet Summary  
 Week End Date (Sunday):

Employee Name: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 Dept: \_\_\_\_\_  
 SSN: XXX-XX-\_\_\_\_\_  
 Job Order #: \_\_\_\_\_

I certify that I have verified the total hours as indicated to be correct, and agree to the terms as stated below the time ticket. I authorize Staffing Solutions Enterprises to bill my company for the same. **I hereby certify that I sustained no injuries during the assignment.**

Employee: Execution of this time ticket is your responsibility. You cannot be paid unless the time ticket is signed by you and the client. Emailing this time ticket to Staffing Solutions substitutes the signature for an electronic signature VIA EMAIL for the employee and the approving manager of the customer.

If using as a supplemental ticket in lieu of 4 part ticket- please ensure to give copy to immediate supervisor, keep a copy for your records and submit to SSE either via USPS or fax to (440) 461-5570. **YOU MUST CALL TO ENSURE SSE HAS RECEIVED YOUR TICKET. FAILURE TO ENSURE RECEIPT OF YOUR TICKET WILL RESULT IN A DELAY IN PAYROLL PROCESSING. IT IS YOUR RESPONSIBILITY TO ENSURE YOUR TIME TICKET IS RECEIVED EACH BY TUESDAY AT 11 A.M.**

Please remember to enter the time in the following format: 6:00 AM (You must type every number and space, and choose AM or PM). \*Use the nearest quarter hour.

**WEEKLY TIME SUMMARY**

Days	In	Out	In	Out	Total	
Monday						Weekly T O T A L
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
<b>Total Hours for the Week</b>						

Employee Signature \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

For Customer: Thank you for your confidence in Staffing Solutions Enterprises ("SSE"). For the service of our employee, whose name appears at the top of this document next to "Employee Name", we will invoice your company as verbally agreed. The billing rate charged is determined on a basis of the amount of experience necessary to do the assignment. Should you wish to use our employee for other assignments, please contact your SSE representative. Call your local SSE office for any adjustments in the hourly billing rate. Our employee is assigned to you under the following conditions on Assignment:

- SSE incurs considerable expense to recruit, evaluate and retain its Associates. To offset these expenses and any further revenue loss, SSE reserves the right to charge you a fee in the event that you hire the employee named on this card before, during, or after an assignment with your company. The fee will be calculated at 1% per \$1,000 of salary with a minimum of one thousand dollars (\$1,000) to a maximum of 30%. This fee is in addition to any service hours billed to you up to the date of hire. The conversion fee is payable if you hire our employees assigned to you regardless of the employment classification, on either a permanent, temporary (including temporary assignments through another agency) or consulting basis within six months after the last day assigned to your company. You also agree to pay a conversion fee as a result of your referral of our employee to that company.
- SSE will bill you for the hours listed on the front of this time card. Overtime hours will be billed at time-and-a-half. The customer is responsible for maintaining a copy of the time card and providing it to SSE if disputing an invoice. You have thirty days from invoice date to dispute any amounts on invoices.
- Each invoice will evidence a separate and distinct contract. Unless otherwise prohibited by law of the state where this placement occurred, in the event that you fail to pay the charges of SSE when due, then you agree to pay all costs of collection, including reasonable attorney's fees, whether or not a suit is initiated.
- SSE employees are assigned based on a particular job description and may not change job duties without SSE's prior approval. SSE requires a four-hour per work day minimum for each employee assigned.
- SSE employee will present a time card to you or your representative for verification and signature at the end of each week. Your signature thereon indicates your acknowledgement of all conditions of assignment. Our compensation to our assigned employee is on a weekly basis, and you will be billed weekly. Because SSE invoices reflect payroll we have already paid, our invoices are due upon receipt.
- SSE associates may not operate or drive any motorized vehicle, travel on behalf of the customer or operate any machinery (except office machinery) without prior written consent. The insurance furnished by SSE does not cover physical loss, damage or any liability of the operation of the client's equipment.
- You represent that your work site and company complies with EEO, OSHA, and other applicable rules and regulations.
- SSE assumes no responsibility if employee handles cash, securities or other valuables.
- IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES OR EXPENSES OR LOST PROFITS UNDER OR IN CONNECTION WITH THE SERVICE RENDERED BY SSE.

For Associates: Thank you for your commitment to Staffing Solutions Enterprises ("SSE") and our clients. Notify your SSE office immediately if your job duties differ substantially from those originally described to you by your SSE representative.

- Be certain to complete your time card neatly and correctly. Errors and omissions may cause delay in payment. You must maintain a copy of your time card as a record of your proof of work. Your time card must be completed and signed.
- The length of any SSE assignment is not guaranteed. It is important to notify SSE at the end of each assignment whether or not you are available for other assignments. Failure to do so may cause you to be ineligible for unemployment benefits.
- You may not operate or drive any motorized vehicle, travel on behalf of the customer or operate any machinery (except office machinery) or handle cash, securities, or other valuables without SSE's prior written consent.
- See your Employee Handbook for instructions on completing your time card and other company policies and procedures, if you do not have an Employee Handbook, please call your SSE branch office to obtain one.