



(831) 333-2150  
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- ASSIGNMENT CONTINUES  
 ASSIGNMENT COMPLETE

# TIME SHEET

EMPLOYEE:						All time is calculated to the nearest ¼ hour. Full-time employees are required to take a lunch break.		Time cards must be returned by <b>Monday 12 noon</b> following the week worked. No pay check can be issued against an unsigned time sheet.	
COMPANY:									
DATE	DAY	TIME START	LUNCH OUT	LUNCH IN	TIME FINISH	TOTAL REG		TOTAL O.T.	
	SUNDAY								
	MONDAY								
	TUESDAY								
	WEDNESDAY								
	THURSDAY								
	FRIDAY								
	SATURDAY								
TOTAL HOURS AND MINUTES WORKED THIS WEEK:									
<b>EMPLOYEE</b>					<b>CUSTOMER</b>				
I certify that the hours above were worked by me during the week stated. I also understand forgeries and fraudulent hours will be prosecuted to the fullest. Failure to report the ending of an assignment to Universal Staffing, Inc. could affect your unemployment benefits.					Total Hours Approved			Date	
					Customer Signature (see terms)			Time	
					My signature above confirms my approval of the hours worked and that I am an authorized representative of the customers. I have read and agree to the terms and conditions below. I understand there is a four hour minimum per day unless otherwise agreed upon.				
Employee Signature									

## OFFICE

**Conversion Policy:** Should an employment offer become available by the customer or its affiliates within 6 months of completion of the temporary assignment, a fee is due to Universal Staffing. The fee will also be charged if the customer refers our employee to another company. The charge will be based on our regular fee schedule with a minimum fee of \$2,500 and will be due immediately. At no time will Universal employees be placed on another agency's payroll.

### Terms and Conditions:

- Customer agrees not to entrust our employees with unattended premises, keys, cash, negotiables, jewelry or other valuables or authorize employees to operate machinery or motor vehicles without our permission. You agree to hold us harmless and to indemnify us from any costs or losses as a result of your failure to comply.
- Customer's signature on reverse side approves the hours worked and agrees that the work was performed to your satisfaction. Unsatisfactory performance must be reported within 1 week of job performance. Customer agrees that claims for invoice errors not reported within 30 days will lead to the invoice being deemed correct.
- Customer agrees to adequately train and supervise our employees, and to provide a safe environment otherwise required by law. This includes protecting our employees right to privacy, agreeing to comply with your legal obligations relating to protecting our employees from harassment, and to the extent permitted by law, agree to hold us harmless from any claim resulting from your failure to comply with this provision.
- Customer agrees to report back to Universal any changes in job description or duties other than the ones originally agreed upon. If any employee is injured performing a duty not outlined in the job description, Universal may hold customer liable for a portion or all costs incurred through worker's compensation, general liability, etc.
- Invoice totals are due within 10 days of receipt. Any sum not paid when due is subject to 1.5% per month in finance charge. Any and all collection costs incurred, including attorney fees to be paid by customer. Customer agrees to pay hourly bill rate quoted at time of placement. Universal is responsible for all federal, state and city payroll taxes.

These terms and conditions cannot be changed unless agreed in writing by us. Thank you for choosing Universal Staffing, Inc.