



Employee Name (First / Middle Initial / Last) \_\_\_\_\_

Client Name \_\_\_\_\_

Street Address \_\_\_\_\_

City State Zip \_\_\_\_\_

5 Digit Office ID \_\_\_\_\_

Work Weekending Date format MM/DD/YYYY \_\_\_\_\_

--	--	--	--	--

First Five (5) Digits of SSN

Snelling Office/ Phone, Fax \_\_\_\_\_

Street Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Assignment ID \_\_\_\_\_

Assignment Continuing?

YES  NO

In order for the field employee to be paid for total weekly hours shown, this time sheet must be completed and signed both by the field employee and by an authorized representative of the Client company who can verify the days and hours worked.

Note: Date & Days will complete based on week ending date entered above. Format time as hh:mm PM/AM												
Date	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday					
Time In	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Time Out												
Break												
Time In	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total	Total
Time Out												
Daily Totals												Total Weekly Hours

**EMPLOYEE STATEMENT:** I acknowledge that I am an employee of Snelling Employment, LLC, and I am not an employee of the client company. I acknowledge that the end of this assignment is not a termination of my employment with Snelling. When this assignment ends, I agree to contact Snelling immediately for further assignments, and I understand that if I fail to contact Snelling, I may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I further agree that I will not accept any employment duties with the client or service the client (including any interest) through another personnel agency for a period of 180 days after this assignment ends without Snelling's written consent. I hereby certify that I have sustained no injury on this assignment and the days and hours I have indicated are true and correct. I certify that I have been provided all breaks to which I am entitled by law.

Employee Signature/Date \_\_\_\_\_ Forwarding this timesheet for client approval via Email is your electronic signature.

**CLIENT STATEMENT:** I hereby certify the hours I have indicated below are accurate and that Snelling's field employee is entitled to be paid accordingly. If there is a difference between total hours indicated for each timecard and total hours indicated by day, the hours by day shall be controlling. I acknowledge and agree that these services were performed in accordance with the terms and conditions set forth on this timesheet. I hereby acknowledge the Emailing of this timesheet shall constitute my electronic signature. I certify that the employee was given all breaks required by law.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Printed Name of Authorized Client Representative \_\_\_\_\_

Fax to: \_\_\_\_\_ or forward via Email to: \_\_\_\_\_  
Enter Snelling email account

Forwarding this timesheet via Email is your electronic signature.

**Snelling Staffing Terms and Conditions**  
 In consideration of services performed, Snelling Employment, LLC, d/b/a Snelling Staffing Services ("Snelling") and Client agree to the following:  
 • Client certifies that all hours transmitted to Snelling reflected on this time sheet are accurate and that Snelling's field employee is entitled to be paid in accordance with the time verified by Client. Client acknowledges that the services were performed in accordance with the request from Client for Temporary Staffing Services.  
 • Client shall pay all invoices upon receipt to Snelling at P. O. Box 650765, Dallas, Texas 75265-0765. Client shall not advance cash or valuables to Snelling's field employee(s) and shall have no right whatsoever to offset or recoup any such advances against any amounts owed to Snelling.  
 • Client shall comply with all laws, rules and regulations of duly constituted government bodies concerning Snelling and its field employees and agrees to indemnify and hold Snelling (including Snelling Staffing, LLC) harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Snelling arising from Client's failure to do so.  
 • Client shall not permit or cause the Snelling employee to perform any work activities other than those specifically set forth in the eEmpACT Order record for the order placed with Snelling. Regardless of the work activities set forth in Client's order, Client shall not permit or cause the Snelling field employee to operate any motor vehicle, including the employee's own vehicle for work purposes, or machinery without first executing a Vehicle or Machinery Operator Release Agreement.  
 • Client acknowledges that no insurance is provided by Snelling covering physical loss or damage to Client's vehicles, machinery, equipment, merchandise, or materials that are in the care, custody or control of Snelling's field employee.  
 • Client shall not permit or cause the Snelling field employee to handle cash, negotiable instruments, or other valuables of any kind without Snelling's prior written permission. If permission is given, the Snelling employee cannot be left unattended or unsupervised by a Client supervisor. Client accepts full responsibility if the employee is left unattended.  
 • Snelling shall process claims arising from the dishonesty or misconduct of the employee only if such claims are reported directly to Snelling by Client within ten (10) days after discovery of the occurrence. Client shall cooperate fully in any investigation and prosecution relating to such claims.  
 • Snelling guarantees Client satisfaction with the field employee services by extending to Client a one-day (8-hour) guarantee period. If Client does not notify Snelling of dissatisfaction before the end of the first 8-hour day and permit Snelling to replace the Snelling field employee assigned, Client agrees that Client is not entitled to any refund or non-bill for the services.  
 • Client understands that the assigned person is Snelling's employee and that Snelling expends considerable effort and incurs substantial expense to recruit, screen, test, and train its employees to service clients. Client understands that the assigned person is contractually obligated to Snelling, and Client agrees to contact Snelling immediately if Client desires to employ the assigned person or to utilize the assigned person for any position through another personnel service agency servicing Client. Snelling will discuss with Client its Asset Transfer Fee ("Fee"). However, Client may not directly or indirectly hire the assigned person for any position for a period of 180 days after this assignment ends without Snelling's written consent, and Client may not directly or indirectly utilize the services of the assigned person in any position through another personnel agency for a period of 180 days after this assignment ends. Client hereby agrees that if the Client breaches the above terms, Client will pay to Snelling a Fee equal to the greater of \$1,000 or 1% per thousand dollars of the transferred person's annualized compensation up to a maximum of 30% of annual compensation.  
 • Client shall pay all reasonable attorneys' fees and other costs incurred by Snelling in enforcing this Agreement.  
 • No oral statement shall modify or affect the foregoing terms and conditions.