



LakeCity@wal-staf.com (386) 755-1991, Fax (386) 755-7911

Gainesville@wal-staf.com (352) 378-8367, Fax (352) 378-6177

Ocala@wal-staf.com (352) 622-8367, Fax (352) 378-6177

**“Need Staff, Call Wal-Staf”**  
www.wal-staf.com

Company Name	<b>Employee Directions:</b> (PLEASE USE BLACK OR BLUE INK ONLY) 1) Complete timecard, including employee signature 2) Have your supervisor sign the timecard 3) Deliver, Mail, Fax, or Scan & Email the timecard to the your branch office *Timecards must be received by Monday at 1PM following the week worked*		
Employee Name			
Job Title	Social Security – Last 4 Digits XXX-XX- ____ ____ ____ ____	Week Ending: (Sunday)	/ /

REPORT ALL TIME TO THE NEAREST QUARTER HOUR					
DAY	DATE	TIME STARTED	TIME FINISHED	LESS LUNCH	HOURS WORKED
MON					
TUES					
WED					
THUR					
FRI					
SAT					
SUN					

Assignment Over Yes [ ] No [ ]	<b>TOTAL HOURS →</b>
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<p><b>Employee Agreement:</b> I understand that a) any overtime must be approved by the Customer and WAL-STAF b) this time sheet must be returned to WAL-STAF within 30 days of the last day worked c) I must contact WAL-STAF within 3 days of completing this assignment, otherwise WAL-STAF may assume I have quit and am not available for work. I certify that I worked the hours listed and that they were certified by an authorized representative of the Customer. I certify no accident or injury was sustained while working on this assignment unless noted under my signature. d) If I walk off an assignment or do not call in one hour in advance, I will be paid minimum wage per hour for all hours worked in that pay period.</p> <p>_____ Employee Signature</p> <p>(Keep a copy of this time sheet for your records)</p>	<p><b>Customer Approval:</b> I certify that the above named WAL-STAF employee worked the hours listed on this time sheet and as an authorized representative of the Customer company, I/We agree to the terms and conditions set forth below.</p> <p>_____ Authorized Customer Signature</p> <p>_____ Print Name and Title</p> <p>_____ Date</p> <p>(Keep a copy of this time sheet for your records)</p>
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**CUSTOMER AGREEMENT**

The individual signing this time sheet certifies they have legal authority to bind the Customer and that the hours shown above are correct and that services were performed satisfactorily.

This WAL-STAF employee may be hired by Customer after 560 work hours with Customer and all invoices are paid. If Customer hires employee prior to completing 560 work hours fee will be 20% of employee’s annual salary. All invoices outstanding are due on hire date. If employee’s assignment ends, Customer agrees not to hire or refer employee to affiliate who hires them within (12) months of this timecard or Customer agrees to pay a fee of 30% of employee’s annual salary. Customer agrees not to utilize this employee within (12) months of this timecard through any staffing/temporary/leasing company other than WAL-STAF or pay WAL-STAF a flat fee of \$1,000.00.

Customer agrees to comply with all applicable laws, rules, regulations, and ordinances, including occupational safety and health laws, equal opportunity laws, Americans with Disabilities Act, and sexual harassment laws. Customer accepts responsibility for supervision of WAL-STAF’s employees at your work site. Customer agrees to fully train the employee in any and all safety procedures necessary for performance of the assignment, including disclosure of exposures to hazardous substances. Customer hereby agrees to defend, indemnify and hold WAL-STAF harmless from any and all fines, penalties and assessments, including attorney’s fees incurred by WAL-STAF as a result of any violations or alleged violations of any federal, state or local law, regulation or ordinance relating to health and safety with respect to any premises owned or in the care, custody or control of Customer and to which WAL-STAF employees are assigned.

Customer agrees not to entrust WAL-STAF’s employees with cash, negotiables, or other valuables, unattended property or authorize such employees to operate machinery (except office machinery) or motor vehicles without WAL-STAF’s permission. Customer understands that WAL-STAF’s insurance does not cover, nor will WAL-STAF be responsible for, damage to or loss of use of customer’s machinery, equipment, materials, or motor vehicles caused by WAL-STAF’s employees. WAL-STAF is not responsible for claims made under its Fidelity Bond unless such claims are reported in writing by Customer to WAL-STAF within 30 days after the occurrence of the event giving rise to the claim or demand. Customer agrees to prosecute and only in the event of conviction will the bond compensate payment for loss.

Should legal recourse be taken by WAL-STAF to enforce this agreement or any part herein, including collection of fees for services rendered, Customer agrees and accepts that it shall be liable for all attorney fees and all court costs.