



WEEK ENDING	SOCIAL SECURITY NUMBER	EMPLOYEE LAST NAME	FIRST	MIDDLE
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**TIME SHEET MUST BE FILLED OUT COMPLETELY AND TURNED IN BY 10 AM EACH MONDAY TO RECEIVE CHECK ON FRIDAY.**

DAY	DATE	TIME STARTED	TIME FINISHED	MINUS LUNCH	HOURS WORKED	<b>ASSIGNMENT STATUS: CHECK ONE</b>	
MON						<input type="checkbox"/> Completed	<input type="checkbox"/> Available <input type="checkbox"/> Continuing
TUES						<b>I certify that I have worked the hours shown without injury. I have read, understand and agree to follow the instructions printed on reverse side.</b> X _____	
WED							
THURS						<b>CLIENT STATEMENT:</b> I hereby certify that the hours I have indicated below are accurate and that Clark Personnel's field employee is entitled to paid accordingly. If there is a difference between total hours indicated above the written statement below shall be controlling. I acknowledge and agree that these services were performed in accordance with the Terms and Conditions set forth on the reverse side of this time sheet.  PRINT BELOW IN WORDS THE TOTAL HOURS WORKED. (NOTE: 4-HOUR MINIMUM PER DAY)  <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
FRI							
SAT						CLIENT SIGNATURE _____ DATE _____	
SUN						PRINT NAME AND TITLE _____	
<b>TOTAL HOURS FOR WEEK</b>						<b>Office Locations and Numbers</b>  <b>Mobile - (251) 471-6777 Fax: (251) 471-4123</b> <b>Daphne - (251) 625-0790 Fax: (251) 625-0777</b>	
COMPANY NAME		REPORT TO					
DEPARTMENT							

White Copy - Clark Personnel • Yellow Copy - Client • Pink Copy - Employee

**FOR EMPLOYEE:**

1. Notify your Clark Personnel office immediately if your job duties differ substantially from those originally described to you by your Clark Personnel representative. Your pay rate may be affected.
2. Your Clark Personnel time sheet is due weekly and is the only documentation we accept to process your payment. Be certain to complete your time sheet neatly and correctly. Errors and omissions may cause delay in payment.
3. Realize that the length of any Clark Personnel assignment is not guaranteed. As such, it is important to notify Clark Personnel 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.
4. You may not operate or drive any motorized vehicle, travel on behalf of the client, or handle cash, securities or other valuables without Clark Personnel's prior written consent.
5. Follow these instructions for completing your time sheet.
  - Record Sunday's date as week ending date. Clark Personnel's workweek is Monday through Sunday.
  - Sign your time sheet. Your signature must appear on all time sheets.
  - Do not include lunch time in total hours box. Report time each day to the nearest 1/4 hour (.25, .50, .75).
  - Check the appropriate assignment status indicating if you are continuing to work at the client to which you were assigned and are available to work.
  - Secure the signature of an authorized representative of the client to which you were assigned, verifying your hours worked.
  - Use a separate time sheet for each assignment and a separate time sheet for each week's work.

**FOR CLIENT:**

1. All hours over 40 per week, will be paid and billed at time and one-half.
2. I certify that the above hours are correct and approved for billing.
3. Please note Hold Harmless agreement on reverse side.
4. If customer chooses to hire this employee, within 6 months from date of time sheet, a minimum of 520 hours of work is first required, or liquidated damages may be negotiated.
5. In the event this account is placed with an attorney for collection, customer agrees to pay all costs and expenses of collection, including attorney fees.

**HOLD HARMLESS AGREEMENT**

Unless the client has obtained the prior written consent of Clark Personnel, the client agrees not to ask or allow a temporary employee to perform any of the following job related activities:

- (a) Driving an automobile or other motor vehicle;
- (b) A change in the work duties or location without prior notice to Clark Personnel,
- (c) Handling cash, securities, or other valuables.

If this prior written consent is not obtained, the client agrees to waive all rights to make a claim against Clark Personnel, and to relieve Clark Personnel from, all liability and responsibility for any damage, loss, or expense which the client incurs as a result of this temporary employee engaging in such activities, and the client further agrees to indemnify and hold harmless Clark Personnel from and against all claims, damages, bodily injuries, losses, and expenses which might be caused as a result of the temporary employee engaging in any of these activities.

Furthermore, the client agrees not to expose any Clark Personnel employees to unnecessary hazard or extra hazard, and not to violate any OSHA or safety law, rule or regulation whether federal, state or local. The client may be held liable as a result of their breach of this agreement.