



EMPLOYEE TIMESHEET

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|-------------|------------------------|--------------------|-------|--------|
| WEEK ENDING | SOCIAL SECURITY NUMBER | EMPLOYEE LAST NAME | FIRST | MIDDLE |
|-------------|------------------------|--------------------|-------|--------|

TIMESHEET *MUST* BE FILLED OUT COMPLETELY AND TURNED IN BY 10 AM MONDAY TO RECEIVE CHECK ON FRIDAY

| DAY | DATE | TIME STARTED | TIME FINISHED | MINUS LUNCH | HOURS WORKED |
|-----------------------------|------|--------------|---------------|-------------|--------------|
| MON | | | | | |
| TUES | | | | | |
| WED | | | | | |
| THR | | | | | |
| FRI | | | | | |
| SAT | | | | | |
| SUN | | | | | |
| TOTAL HOURS FOR WEEK | | | | | |

Employee Statement

I certify that I have worked the hours shown without injury.
 I have read, understand, and agree to follow the instructions below.

X _____

For Employees:

- Timesheets are due weekly and is the only documentation accepted to process payroll. Ensure timesheets are completed entirely, neatly and correctly. Errors and omissions may cause delay in payment.
- Employees may NOT operate or drive any motorized vehicle, travel on behalf of the customer or handle cash, securities or other valuables without Clark's prior written consent.
- Follow these instructions for completing timesheets:
 - Record Sunday's date as Week Ending date. Clark's work week is Monday through Sunday
 - Sign your timesheet.
 - Do not include lunch time in total hours box. Report time each day to the nearest 1/4 hour (ex .25, .50, .75)
 - Secure the signature of an authorized representative of the Company to which you are assigned, verifying your hours worked.
 - Use a separate timesheet for each assignment and a separate timesheet for each week's work.

Timesheet *MUST* have Customer Signature below for Payroll Processing

Customer Statement

I hereby certify that the hours I have indicated below are accurate and that Clark Personnel's employee is entitled to be paid accordingly. I acknowledge and agree that these services were performed in accordance with the Terms and Conditions set forth below.

PRINTED BELOW IN WORDS ARE THE TOTAL HOURS WORKED AND CUSTOMER SIGNATURE APPROVED FOR BILLING

CUSTOMER:

DEPT:

CUSTOMER SIGNATURE:

DATE:

PRINT NAME AND TITLE:

For Customers:

- All hours over 40 per week, will be paid and billed at time and one-half.
- Please note Hold Harmless agreement below
- Customer may elect to hire employee within 6 months from date of timesheet after a minimum of 520 hours of work is completed by employee or liquidated damages may be negotiated.
- In the Customer's account is placed with an attorney for collections, customer agrees to pay all costs and expenses of collection, including attorney's fees.

Hold Harmless Agreement

Unless the customer has obtained the prior written consent of Clark Personnel, (hereinafter referred to as Clark), the customer agrees not to ask nor allow a temporary employee to perform any of the following job-related activities without prior written consent:

- Driving an automobile or other motor vehicle
- A change in the work duties or location without prior notice to Clark
- Handling cash, securities or other valuables

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

Furthermore, the customer agrees not to expose any Clark employees to unnecessary hazard, nor violate any OSHA or safety laws, rule or regulations, whether federal, state or local. The customer may be held liable as a result of their breach of this agreement.