



Employee Name \_\_\_\_\_ SSN or Fed ID \_\_\_\_\_

Company Name \_\_\_\_\_

Supervisor \_\_\_\_\_

Enter actual hours worked rounded to the nearest 1/4 hour. Please write legibly to avoid errors in processing your paycheck.

	MON	TUE	WED	THU	FRI	SAT	SUN
Date Worked							
Time In							
Lunch Out							
Lunch In							
Time Out							
Regular Hours							
Overtime Hours							
<b>Daily Total</b>							

**All timecards must be received no later than Monday, 11:00 AM otherwise you will not be paid until the following week.**

I certify that no accident or injury was sustained while working on assignment and that I worked the hours shown on this card on the days indicated. Furthermore, this card has been certified by a person that I believe is an authorized representative of the Customer.

Employee Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

As the customer's authorized representative, I certify that the employee's hours shown on this timecard are correct and that the work was performed satisfactorily.

Customer Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Week Ending Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**TOTAL HOURS (WEEK)**

White: 2Work, LLC Staffing

Canary: Client

Pink: Employee

**2Work LLC Staffing Employee Agreement** I understand that 2Work LLC Staffing cannot issue payment without presentation of an accurate timecard signed by me and by an authorized representative of 2Work LLC Staffing Customer and that any timecard submitted 10 or more days after the work week it represents will be considered void and subject to re-verification.

2Work LLC Staffing timecards are due weekly unless special arrangements have been made. I understand that 2Work LLC Staffing will not recognize hours worked in the absence of a timecard. Failure to submit current, complete and accurate timecards can result in disciplinary measures, up to and including termination.

I certify that no accident or injury was sustained while working on the assignment.

I understand I must contact 2Work LLC Staffing when each of my assignments ends. If I fail to do so, I will be considered to have left work voluntarily without cause, and my unemployment benefits may be denied. I agree that I will not accept employment directly or indirectly for a period of 12 months from the completion of my last assignment with the client. Work includes being employed directly by customer, or as a temporary, leased, contractor, or payrolled employee of customer through another organization. Customer includes all subsidiaries, affiliates, partners, co-ventures, and subcontractors of customer. If the customer desires to hire me, I agree to give 2Work LLC Staffing notification of this intention and understand that the customer is responsible for a liquidation fee or to keep me on the 2Work LLC Staffing payroll until the fee is earned. I understand and agree that should the customer not pay said fee, I am responsible to 2Work LLC Staffing and will pay the fee myself.

*My signature indicates acceptance of the terms listed in this Agreement as outlined above and certifies that the hours shown on this timecard were (i) at the hours worked by me during the week designated, and (ii) approved in writing by an authorized representative of the customer.*

#### **TERMS AND CONDITIONS**

Customer Agreement. Except as modified separately in writing, these terms govern Customer's completed and future staffing assignments. Customer includes all subsidiaries, affiliates, partners, co-ventures, and sub-contractors of the named Customer. No oral statement of any person shall modify or otherwise affect the forgoing terms and conditions. It is agreed that the individual signing this timecard is an authorized representative of the Customer and hereby certifies that the hours worked are correct and that the work was performed satisfactorily. Except as noted in the fee agreement, Customer agrees that overtime work performed by 2Work LLC Staffing Employees is billed at 1-½ times the regular bill rate. Payments are due upon receipt of invoice. Interest charged on unpaid balances will be at a rate of 1-½% per month, but no greater than the legal rate of interest allowed, until paid.

Without 2Work LLC Staffing prior written consent, Customer will not entrust a 2Work LLC Staffing Employee with the care, custody, or control of cash, negotiables, valuables, securities, unattended premises, credit cards, check-writing materials, confidential or trade secret information, or other similar property. Customer will pay all claims, defenses, and costs associated with 2Work LLC Staffing arising from no-observance of this section.

Customer will indemnify, defend, and hold 2Work LLC Staffing harmless from all suits and costs arising from an unsafe workplace or from inherent risks of Customer's business operations.

Customer agrees to furnish 2Work LLC Staffing Employees with a safe place to work. Customer represents that Customer is familiar with all applicable OSHA requirements and regulations, and that Customer is in compliance with OSHA Hazardous Communications Standards as well as state right-to-know laws. Customer agrees to notify 2Work LLC Staffing immediately of the presence of any hazardous materials or chemicals in or near the areas where 2Work LLC Staffing Employees are working or may be assigned to work. Customer will indemnify and hold 2Work LLC Staffing harmless in the event that any OSHA citations are issued and/or claims are brought based on OSHA violations.

Customer will pay 2Work LLC Staffing a Conversion Fee for using any 2Work LLC Staffing Employee within 1 year after that Employee's last assigned work day for Customer. "Using" and "use" includes (i) employing the Employee directly; (ii) purchasing the Employee's services as a temporary, payrolled, contracted, or leased employee of an organization other than 2Work LLC Staffing for substantially the same work as the Employee's assignment through 2Work LLC Staffing; (iii) obtaining the Employee's services through an independent contractor, agency, facility staffing, or consulting relationship with the person; or (iv) arranging, facilitating, or allowing the Employee's employment or recruitment by another organization, whether or not the Employee is later assigned to Customer. The conversion Fee is 30% of annualized Pay. "Annualized Pay" means the greater of (i) 2,080 times the Employee's last hourly pay rate on assignment for Customers, or (ii) the annual salary accepted by the Employee with Customer. Customer will pay reasonable and necessary costs for 2Work LLC Staffing to investigate the use and to collect this Conversion Fee.

*My signature indicates acceptance of the terms outlined in the Customer Agreement above.*