



Timesheet Agreement For Temporary Staffing
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ITS EMPLOYEE (print)		TIME FOR WEEK ENDING / / (Sunday)							WEEKLY HOURS TOTAL	
	MON / /	TUE / /	WED / /	THU / /	FRI / /	SAT / /	SUN / /			
START								REGULAR TIME		
LUNCH OUT								OVERTIME		
LUNCH IN								DOUBLE TIME		
END								<i>Important: Round all hours worked to nearest 15 minutes (15, 30, 45).</i>		
DAILY TOTALS										

Innovative Talent Solution "Client" Certification

I certify that the hours documented by Employee on this Timesheet Agreement were approved and worked satisfactorily by Employee, that I have read retained a copy of signed Timesheet, and that I am authorized to sign this Timesheet Agreement and contract on behalf of Client.

Company: _____
 By: _____
 Title: _____ Date: ___/___/___
 Email: _____
 Phone: _____ Fax: _____

Innovative Talent Solutions "Employee" Certification

I certify that I have read, understand, and agree to comply with Innovative Talent Solutions Start Packet and that I have worked the hours reported on this Timesheet Agreement and I understand timesheet forgery, fraud, theft or embezzlement may constitute a crime; that my Assignment has not been changed; that I have not been asked to perform work that is unsafe or unlawful; that I have not suffered any injury or unacceptable condition of employment during this Assignment (failure to notify Innovative Talent Solutions recruiter of injuries may result in delay or denial of benefits); that I have not had any discussions or offers of employment with Client which I have not reported to the Innovative Talent Solutions Recruiter. I understand that I must obtain permission from the Innovative Talent Solutions Recruiter before discussing or applying for any employment opportunity with Client and must receive confirmation from Innovative Talent Solutions Recruiter that Client has met all of Client's obligations to Innovative Talent Solutions before I may begin employment with Client.

Assignment Completed? Y ___ N ___ Copy of Timesheet to Client? Y ___ N ___

Innovative Talent Solutions Employee Signature _____

E-Mail _____ SS# _____ / _____ / _____

Home Ph _____ Assignment Ph. _____

General Client Provision

Innovative Talent Solutions is pleased to provide Client services of Employee at the billing rate quoted by the Innovative Talent Solutions Recruiter for the Assignment. Client's use of Employee's services shall constitute consent to the billing rate and acceptance of all terms and conditions of this Agreement.

Innovative Talent Solutions Employee: Employee is employed by Innovative Talent Solutions under a written employment agreement and shall not be an employee of Client while on the Assignment. Innovative Talent Solutions shall pay Employee and shall be responsible for applicable federal, state and local withholding and unemployment taxes. Innovative Talent Solutions shall provide worker's compensation insurance coverage.

Guarantee: As Innovative Talent Solutions guaranty of satisfaction, if Client notifies Innovative Talent Solutions within the first 8 hours of the Assignment that Client is dissatisfied with Employee's services, then Employee's services will be terminated, and Client will not be charged. If Client does not notify Innovative Talent Solutions

Of dissatisfaction within eight hours of the beginning of the Assignment, then Employee shall be deemed acceptable, and Client shall pay for all hours worked by Employee.

Billing Rates, Terms, & Minimums: Billing Rates are based on the skill and experience requested for the Assignment. Client may not change the Assignment without the approval of Innovative Talent Solutions, which may require a change in the Billing Rate. Client will be billed for a minimum of 8 hours. If Employee works over 40 hours in any work week, Client will be billed at 1 1/2 times the Billing Rate for each overtime hour. Client will be invoiced weekly, and INVOICES are DUE UPON RECEIPT. Interest will be charged at 1 1/2 per month until paid on past due accounts. Client shall pay all costs of collection, including reasonable attorney fees.

Supervision and Indemnification: Client shall supervise Employee and advise Employee about specific Assignment responsibilities, work hours and other work place rules. Client shall provide a safe and suitable workplace for Employee and shall be solely responsible for complying with all applicable federal and state OSHA laws and regulations, fines, penalties, settlement amounts and expenses, including reasonable attorneys fees incurred by Innovative Talent Solutions because of any alleged or actual violation of any federal, state or local law or regulation relating to Client's premises, policies, practices or working conditions or any other act or omission of Client or its agents or representatives.

Disclaimer: Innovative Talent Solutions shall not be responsible for physical loss or damage to Client's property, machinery or equipment. Without the written consent of Innovative Talent Solutions, Client agrees not to entrust Employee with the custody, control or care of unattended premises, cash, negotiable instruments, checks, credit card information, valuables, security cards, or keys, with the operation of motor vehicles, automotive or truck equipment, or with the removal from Client's premises of vehicles, laptop computers, tools, books or other Client property.

Fax Timesheet 919-841-5455

Call to confirm receipt of timesheet 919-841-5445