

**NON-FILLABLE TEMPORARY EMPLOYEE TIME SHEET**  
 Please submit your time sheet by 5:30 p.m. every Friday.

**WEEK ENDING SATURDAY** / /

Company Name:

Employee Name:

Employee Assignment Phone # ( ) -

Available for Work?  YES  NO If so, when?

Employee Signature X \_\_\_\_\_

*(By executing this form, employee agrees to terms and conditions on this form; certifies that this form is true and accurate, and that no injuries were suffered.)*

**REPORT ALL TIME IN ¼ HOUR INCREMENTS**

Indicate portions of hours as follows: **15 minutes = .25** **30 minutes = .50**  
**45 minutes = .75** **1 hour = 1.00** (One hour and fifteen minutes = 1.25)

Day	Date	Start Work	Less Lunch	Finish Work	Regular Hours	Overtime Hours
SUN						
MON						
TUES						
WED						
THURS						
FRI						
SAT						
				<b>TOTAL HOURS=</b>		

Is this employee continuing this assignment?  YES  NO

Authorized Client Signature and Title

X \_\_\_\_\_

*(By execution of this form, client certifies that hours shown are correct, work was done satisfactorily, and that client agrees to the terms and conditions on this form. Please draw line through unused space above.)*

**TERMS AND CONDITIONS**

**CLIENT INFORMATION**

Client named on this form, or their representative, hereby agrees that Midwest Business Staffing (hereinafter called "Contractor") and is a Subsidiary of Midwest Credit Service Corporation (1) incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employee ("Temp") named above. Client agrees that if Client utilizes Temp, Temp cannot be recalled for temporary and/or permanent employment without prior approval from Contractor within six months from the date of referral. If Client hires Temp, Client agrees to pay Contractor the applicable fee for the hiring of the Temp under the terms of Midwest Business Staffing Conversion Charge.

(2) Client certifies that the time set forth as hours worked is correct and that the work was performed in a satisfactory manner (**MINIMUM FOUR (4) HOURS UNLESS OTHERWISE AGREED TO BY CLIENT AND CONTRACTOR.**)

(3) Client confirms the prior agreement between Contractor and Client with respect to the services performed hereunder and any future services.

(4) Client, at its sole risk and expense will: (i) entrust Temp with unattended premises, cash, negotiable instruments, or other valuables; (ii) authorize Temp to operate machinery or motor vehicles; or (iii) assign Temp to perform work other than the described at the time Client placed the job order.

(5) Contractor's insurance does not cover loss or damage caused by Temp operating Client's owned or leased motor vehicle(s), and Client therefore accepts full responsibility for claims including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damages sustained or incurred as a result of Temp driving such vehicle(s), or arising out of or involving violation by Client of paragraph 4(i), (ii), or (iii) above.

(6) Contractor is not responsible for claims made under its liability or bond insurance policies unless such claims are reported to Contractor in writing by Client within 7 days after occurrence.

(7) Contractor is not responsible for claims for damage to property within Client's or Temp's care, custody and control.

(8) In the event of Client's non-payment of Contractor's invoices, Client agrees to be responsible for all collection expenses, including attorney's fees, interest and court costs.

(9) Client accepts the obligation to discuss all matters concerning Temp, including without limitation, Temp's job assignments, wages, and payroll procedures with Contractor and not with Temp directly.

(10) Client shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the Temp's employer of record harmless from any and all claims and damages arising out of Client's violation of employment laws including, without limitation, OSHA and EEO, and immigration laws.

**TEMPORARY EMPLOYEE INFORMATION**

(1) Recording Your Time: **Report all time to the nearest ¼ hour. Do not show odd minutes.**

(2) Overtime: All authorized work you perform in excess of 40 hours per week (Sun-Sat) will be at a time and one half the regular rate. You are permitted to work overtime only if the Client requests and approves such work. Approval must be obtained prior to the overtime.

(3) Lunch: Your lunch period will be determined by the supervisor to whom you are assigned. If you work a full day, the law requires you to take a minimum of one half (1/2) hour for lunch.

(4) Absence-In case of illness, an emergency, or bad weather, **call your supervisor at your assignment first then call Midwest Business Staffing (Leslie Harrison 847-483-6485 or Paula Carruth 847-483-6434).**

(5) Future Assignments: If you do not contact us after each assignment, we will assume you are not available for work.