

ASSOCIATE INFORMATION REQUIRED FOR WEEKLY PAYROLL					
FIRST NAME			LAST NAME		
LAST 4 DIGITS OF SS#				ASSOCIATE NUMBER	
X	X	X	-	X	X
-	:	:	:	:	<01>

ASSIGNMENT INFORMATION
WEEK ENDING DATE (Sunday)
CLIENT COMPANY NAME

EMPLOYEE AGREEMENT - I hereby certify that I worked the hours shown on this timecard and that hours are certified by an authorized representative of the Client Company below. I understand that I am to contact Job Store within 24 hours after completing this assignment to discuss another assignment. If I do not contact them in 24 hours, Job Store may assume that I am not available for work and have quit voluntarily. I certify that no accident resulting in an injury was sustained while working on this assignment unless I have contacted Job Store's Safety Manager @ **303-757-7801** within 24 hours after sustaining the injury.

EMPLOYEE SIGNATURE	DATE
X	

CLIENT CUSTOMER AGREEMENT - I certify, as agent for the Client Company, that the assigned Job Store Associate (JSA) whose signature is on this timecard, worked the hours noted on this timecard. I also acknowledge if this Client Company or any related company wishes to hire this JSA within one year of this date, I (we) agree to notify Job Store and retain this JSA through temporary payroll service for a total of 720 hours (90 working days) or number of hours stated on our preexisting written agreement with Job Store. Client Customer approval also includes acceptance of terms and conditions on reverse of client copy.

AUTHORIZED CLIENT CUSTOMER SIGNATURE	DATE
X	

TITLE	DIVISION/DEPARTMENT

Payroll Dept. 303-757-7686

DAYS WORKED	DATES (MM/DD)	HOURS WORKED
Monday	/	
Tuesday	/	
Wednesday	/	
Thursday	/	
Friday	/	
Saturday	/	
Sunday	/	
TOTAL HOURS		

- (Do not include lunch)**
1. Round hours to nearest 1/4 hour.
 2. Four (4) hour minimum.
 3. Overtime paid over 40 hours.
 4. Overtime paid over 12 hours in a day.
 5. Mark "X" through days not worked.
 6. Return by 4pm on Monday.



AUTHORIZATION: The individual signing this time card is an authorized representative of the client company and hereby certifies that the hours worked as indicated on the front side of the time card are true and correct and that the work was performed in satisfactory manner. This signature shall serve as authorization to bill the client company at the hourly rates agreed to per assignment.

SAFETY AND REGULATIONS: We (the client) acknowledge that each Job Store employee is assigned on the basis of a particular job classification and is not to change job duties without prior approval from Job Store. We (the client) assure that we will: provide a workplace which is free from recognized hazards that are likely to cause death or serious injury; conduct required safety training; and ensure that Job Store employees use any protective equipment necessary to perform the assignment safely. We assure that we (the client) are in compliance with all laws, rules, and regulations of duly constituted governmental bodies concerning Job Store employees or any other employees.

MOTOR VEHICLES AND TRANSPORTATION EQUIPMENT: Job Store employees are not to be permitted to operate any motorized vehicles (autos, trucks, forklifts, or any other transportation equipment) without the prior written permission of Job Store. Only those specific employees placed on assignments whereby Job Store has given permission shall be authorized. Job Store accepts full responsibility for verifying experience and/or checking driving records on those employees authorized to operate motorized vehicles. Unless otherwise agree, Job Store does not certify forklift operators or provide site-specific powered industrial truck safety training. Should we (the client) choose to allow Job Store employees to operate motorized vehicles, we do so at our own risk and agree we are liable for all physical damage and loss resulting from operation of the vehicle and accept full responsibility for claims, including the defense thereof, involving bodily injury, property damage, fire, theft, collision, cargo damage or public liability damage sustained or incurred as a result of a Job Store employee driving such vehicle(s).

CASH, NEGOTIABLES AND VALUABLES: We (the client) agree not to entrust any Job Store employee with unattended premises cash, credit cards, negotiable instruments, keys, or other valuable property without prior written approval from Job Store.

CONVERSION: We (the client) understand that Job Store has incurred considerable expense for advertising, recruiting, interviewing, testing, screening, and training of its employees. Therefore, in consideration of this service, we (the client) agree not to hire or utilize the services of a Job Store employee until the employee has worked at least 720 hours or number of hours stated on preexisting written agreement or for a period of one year after the last day of assignment. If a Job Store employee is hired prior to the completion of 720 hours of work, a conversion fee will be due and payable equal to the difference between the hourly bill rate and pay rate multiplied by the difference between 720 hours and the hours actually worked.

EMPLOYMENT RELATIONSHIP: Job Store employees assigned to your site shall not be deemed to be your employees. Job Store warrants that it's employees are covered by workers' compensation insurance and that it assumes total responsibility to pay all applicable Federal, State, and Local withholding taxes, as well as Social Security and all other payroll taxes. We (the client) are responsible to supervise Job Store employees while on assignment with us. We will take appropriate steps to exclude Job Store employees from our benefit plans to the extent permitted by law. We (the client) agree not to interfere with the employment relationship between Job Store and its employee(s) by referring the employee(s) to another subsidiary, division, affiliate, company or by directly or indirectly causing or encouraging a Job Store employee to transfer to or become employed by another staffing company without the consent of Job Store. We (the client) agree that if this occurs, we will pay Job Store a recruitment fee equal to 15% of the employee's estimated annual salary.

TERMS: We (the client) understand that Job Store's terms are net upon receipt. Job Store will invoice weekly based on the client approved time sheets. After 30 days, 1.5% interest per month will be charged. In the event we fail to pay Job Store's charges when due, we agree to pay all collection and/or litigation costs including attorney's fees.

INSURANCE: Job Store is not responsible for claims made under it Fidelity Bond unless we (the client) report such claims in writing within 10 days after occurrence. We (the client) shall defend, indemnify and save Job Store harmless from any and all fines, penalties, and assessments, including attorneys' fees, incurred by Job Store as a result of any alleged violations of any Federal, State or local law, regulation or ordinance relating to health and safety with respect to premises owned or controlled by client and to which Job Store employees are assigned.