

A blank printable time card is available for download at: <http://www.mypayplease.com>



Timesheet

To: \_\_\_\_\_

Date: \_\_\_\_\_

**Text to: (925) 603-0999, Fax to: (925) 680-4482, or Email to: Payroll@Workers.com**

Employee: Execution of this time sheet is your responsibility. I HEREBY CERTIFY THIS TIME SHEET IS TRUE AND CORRECT AND THAT I SUSTAINED NO INJURIES DURING THIS ASSIGNMENT. Every temporary employee is required to contact Workers.com when their assignment with a customer ends. If the employee fails to make such contact, the employee may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I agree not to ask for or accept employment from any client that I am assigned to by you without notifying Workers.com in writing.

Employee Name		Company Name		<b>2</b> <b>0</b> <b>2</b> <b>6</b>					<b>2</b> <b>0</b> <b>2</b> <b>6</b>							
Work Site (where you worked)			W/E Date		<b>1070 Concord Ave - Suite 112</b> <b>Concord, CA 94520</b> <b>Phone: (925) 680-4422 Fax: (925) 680-4482</b>											
I certify that I worked the hours shown to the right - no more, no less. I also certify that I was provided with the opportunity to take all meal periods and rest breaks to which I was entitled during the pay period, unless otherwise indicated. I understand that any leave of absence must be approved (pre-approved, when appropriate/required) by my manager.																
Employee Sign Here		Social Security Number (last 4)			Date	Time In	Meal Out	Meal In	Time Out	Reg Hours	OT Hours	DT hours				
You are entitled to an unpaid, duty-free meal break of no fewer than 30 minutes when you work more than 5 hours. Your meal period must begin before the end of your fifth hour of work. You are entitled to a second unpaid, duty-free meal break of no fewer than 30 minutes when you work more than 10 hours. Your second meal period must begin before the end of your tenth hour of work. Your meal breaks must be reflected on your time sheet. If you work at least 3.5 hours, you are entitled to a 10-minute rest break for every four hours you work (or major fraction thereof, which is defined as any amount of two hours). Therefore, if you work between 3.5 - 6 hours, you are entitled to one 10-minute rest break. If you work 6-10 hours, you are entitled to two ten-minute rest breaks. If you work 10-14 hours, you are entitled to three ten-minute rest breaks. The rest breaks will be paid."		<div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin-bottom: 5px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; margin-bottom: 5px;"></div>		Mon												
				Tue												
				Wed												
				Thu												
				Fri												
				Sat												
				Sun												
Authorized Client/Supervisor Sign Here		Date Signed		Assignment Continuing ?			Totals									
Print Name & Title				Yes	No	Total Weekly Hours										

We (Client) agree that Workers.com has incurred (and will continue to incur) expenses in acquiring and maintaining its staff of temporary employees and agrees to the terms in the Workers.com Work Agreement in addition to the terms stated below. Execution of this time sheet certifies that the total number of hours indicated is correct. I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON THE WORKERS.COM WORK AGREEMENT AND IN THIS DOCUMENT.

In consideration for the furnishing of services by Workers.com, Client and Workers.com understand, and agree that each are co-employers and each have employment related responsibilities per state and federal labor and employment laws and regulations: 1. Client shall pay invoices upon receipt and shall pay all reasonable attorneys' fees and other expenses of collection incurred by Workers.com in enforcing this agreement. 2. Client shall not directly or indirectly employ, or offer employment to, any temporary employee furnished by Workers.com for one (1) year following the temporary employee's last day of work for the client, unless waived in writing by Workers.com. 3. Client shall not allow a Workers.com employee to operate machinery, vehicles, or tools without prior specific written consent from Workers.com. 4. Workers.com insurance will not cover physical loss or damage caused by a temporary employee's operation of client's machines, vehicles, or tools. 5. Client will hold Workers.com and its temporary employees harmless from any loss or liability arising from the operation of the client's machinery, vehicles, or tools. 6. Client warrants that client complies with all occupational safety and health laws and regulations, and provides on-site safety training for Workers.com employees. Client acknowledges that Client is solely responsible for all site specific and environmental specific training and documentation of training required by OSHA, and all other regulatory agencies. Client understands that Workers.com provides employees general safety training and orientation. Client will furnish training documentation upon notice from Workers.com. 7. Client agrees to follow all local, state, and federal employment laws to insure proper treatment of Workers.com employees. 8. Client agrees to pay overtime at time and a half of bill rate after employee has worked eight hours in a day, and after twelve hours worked client agrees to pay double time at two times the regular bill rate per hour. 9. Client will assure all temporary employees take a minimum 30 minute meal break according to state and federal labor laws. 10. Client shall not allow Workers.com employees to handle cash, advance cash, negotiables, or other valuables, or be entrusted with otherwise unattended premises unless a specific exception to this provision is made in writing by Workers.com. 11. Under no circumstances will Workers.com or its insurers be responsible for any claims of employee dishonesty unless such claims are reported to Workers.com within ten days of the occurrence and client cooperates fully in the investigation and prosecution of such claims. 12.No oral statement shall modify the foregoing Terms and Conditions.