

# GROUP TIME SHEET



**The Lakeshore Companies**  
 WWW.LAKESHORESTAFFING.COM  
 People • Passion • Energy

<b>JOB NUMBER</b>	<b>SKILL CODE</b>	<b>WEEK ENDING DATE</b>	<b>No.</b>
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**CLIENT ADDRESS**

<b>CLIENT NUMBER</b>	<b>CLIENT NAME</b>
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<b>OFFICE</b>	<b>CROSS OUT DAYS NOT WORKED. ENTER ACTUAL HOURS WORKED. 4 HOURS MINIMUM PER EMPLOYEE PER DAY.*</b>	<b>The Undersigned Employee certifies the hours shown here represent the total hours worked this week by me and were properly verified by the client.</b>
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EMPLOYEE		MON	TUES	WED	THRS	FRI	SAT	SUN	HOURS THIS WEEK			CHECK TO BE	EMPLOYEE SIGNATURE
NAME	SOCIAL SEC. NO.								REG	OT	TOTAL		
1												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
2												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
3												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
4												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
5												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
6												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
7												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
8												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
9												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
10												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
11												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
12												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
13												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
14												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
15												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	
16												<input type="checkbox"/> HELD <input type="checkbox"/> MAIL	

<b>AUTHORIZED BY (PLEASE PRINT)</b>	<b>CLIENT'S SIGNATURE</b>	<b>DATE</b>
TITLE	<b>X</b>	

CLIENT: YOUR SIGNATURE HEREON REPRESENTS THAT YOU ARE IN AGREEMENT WITH ALL THE TERMS AND CONDITIONS ON FRONT AND REVERSE SIDES HEREOF AND THAT THE HOURS SHOWN ARE CORRECT AND THE WORK DONE WAS SATISFACTORY.

## CLIENT INFORMATION

Client named on the reverse side, or their representative, hereby agrees that the Temporary Personnel Service named on the reverse side (hereinafter called "Contractor"):

- (1) incurs substantial recruiting, screening, administrative and marketing expenses in connection with the temporary employees ("Employees") named on reverse side. Client agrees that if Client hires Employees within 90 days after this date, without agreement from Contractor, Client will pay Contractor's 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 has not and shall not in the future without prior written permission from Contractor in each instance: (i) entrust Employees with unattended premises, cash, negotiable instruments, or other valuables or authorize Employees to operate machinery or motor vehicles; (ii) assign Employees to perform work other than that described at the time Client placed the job order.
- (5) Contractor's insurance does not cover loss or damage caused by Employees 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 Employees driving such vehicle(s), or arising out of or involving violation by Client of paragraph 4(i) or 4(ii) 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 30 days after occurrence.
- (7) Contractor is not responsible for claims for damage to property within Contractor's or Employees' 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 attorneys' fees, interest and court costs.
- (9) Client accepts the obligation to discuss all matters concerning Employees, including without limitation, Employees' job assignments, wages and payroll procedures with Contractor and not with Employees directly.
- (10) Client shall indemnify and hold Contractor, its subsidiaries, affiliates and agents, including the 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.

## EMPLOYEE INFORMATION

- (1) Recording Your Time.** Report all time to the nearest 1/4 Hour. Do not show odd minutes.
- (2) Overtime.** All authorized work you perform in excess of 40 hours per week (Mon-Sun) will be at 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 from us by the client before overtime can be authorized.
- (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 take a minimum of one half (1/2) hour for lunch.
- (4) Absence – Call Us At Once.** We will contact the client. If you will be out for a number of days it will be up to the client to decide on replacing you or awaiting your return.
- (5) Never Call Our Client.** When you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call us.
- (6) Future Assignments.** If you do not contact us after each assignment, we will assume you are not available for work.

**NOTE: In certain states, if you fail to contact us, without good cause, unemployment benefits may be denied.**