Concorde Temporary Staffing, Inc.

4 West Red Oak Lane, White Plains, NY 10604
Phone (914) 428-0700 Fax (914) 948-4458

Employee Name	Week Ending (Sunday) ____/____/_____
Are you returning to client company? ☐YES ☐NO - why?	
Are you available for work? ☐YES - when?_____ ☐NO - why?_____	

PLEASE PUT A LINE THROUGH DAYS NOT WORKED

Day	**Date**	**Start Time**	**Finish Time**	**Less Lunch**	**Total Hours**
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Total hours to nearest ¼ hour					

Hours in words_____I certify that said hours were worked by me and verified by an authorized representative of the client. Today's Date:

Employee Signature

Do you want your paycheck sent through the U.S. mail?
☐YES ☐NO- if no, why?

Client Company Name/Department:

CLIENT PORTION

Authorized by (please print)	Telephone #

Authorized by (signature)

I certify that the Concorde employee named above has worked the hours listed on this time sheet and authorize Concorde to invoice my firm at the hourly rate agreed upon. I agree to the terms listed on this time sheet.

Thank you for working with Concorde Temporary Staffing, Inc.

Employee Information:

(1) 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.

(2) Never Call Our Client. If you are late, or if you cannot work the prescribed hours, or if you won't be able to report for work, call us.

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

Client Agreement

The individual signing this agreement is an authorized representative of the client company and herby certifies that the hours worked as indicated on this timesheet are true and correct and that the work was performed in a satisfactory manner.

The client recognizes CONCORDE TEMPORARY STAFFING INC'S (CTS) employer-employee relationship with its personnel and accepts the obligation to discuss all matters concerning their employment, job assignments, pay procedures, etc. with CTS.

The client acknowledges that CTS incurs considerable expense in obtaining, screening, testing, and training its personnel. Therefore, in consideration of this service, the client agrees that in the event that the employee names on this timesheet is employed by the client, its associates, affiliates, or any party with which you share office space, within 180 days from the last day worked for the client (either as a salaried employee or as an independent contractor) a settlement fee will be due to CTS in the sum of 30% of the starting annual salary.

The client agrees not to entrust CTS employees with unattended premises, cash, negotiable or other valuables, nor to require such employees to operate machinery or motor vehicles without permission from CTS in each instance.

The client understands that CTS will not be responsible for any claims arising out or under its Fidelity Bond unless such claims are reported within ten working days of the discovery of the alleged wrongful act.

The client shall defend, indemnify and save CTS harmless from any and all fines, penalties, and assessments including attorney's fees incurred by CTS 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 the client and to which CTS employees are assigned.

The CTS employee is compensated on a weekly basis. Therefore, the client will be billed weekly. Payment will be due upon receipt of the invoice. The client agrees to pay all collection and/or litigation costs plus reasonable attorney fees required to collect unpaid charges.

Unless otherwise approved by a Concorde representative,
Client company agrees to the following:

- ♦ All hours worked over 40 per week will be deemed overtime and billed and time and one half.
- ♦ Minimum assignment length- 4 hours.
- ♦ Client company will be billed for the hours listed on this time sheet. Make no payment directly to Concorde employee.
- ♦ Concorde employee cannot be recalled for temporary and or permanent Employment without prior approval from a Concorde representative.