

# TIMESHEET

**SNELLING PROFESSIONAL SERVICES**

6800 Park Ten Blvd. , Suite 190 W  
 San Antonio, TX 78213  
 Ph (210) 734-6288 Fax (210) 734-6118



**IMPORTANT!!!**

**Timesheets must be received in our office each Friday by the end of the workday. Fax this timesheet to (210) 734-6118. We must receive the fax of the original timesheet including original signatures (Yours and the Client Supervisor) before we can process your paycheck. Thanks.**

EMPLOYEE NAME \_\_\_\_\_

CLIENT COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

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EMPLOYEE SOCIAL SECURITY NO.

**EMPLOYMENT STATEMENT:** When this assignment ends, I agree to contact Snelling immediately for further assignments, and I understand that if I fail to contact Snelling, I may be considered to have left work voluntarily without cause and unemployment benefits may be denied. I further agree that I will not accept any employment duties with the Client or service the Client (including any successor in interest) through another personnel agency for a period of 180 days after this assignment ends without Snelling's written consent. I hereby certify that I have sustained no injury on this assignment and the days and hours I have indicated are true and correct

**EMPLOYEE SIGNATURE** \_\_\_\_\_

In order for the field employee to be paid for total weekly hours shown, this time sheet must be completed and signed both by the Snelling field employee and by an authorized representative of the client company who can verify the days and hours worked.

**CLIENT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PRINT NAME & TITLE** \_\_\_\_\_

**ROUND TO THE NEAREST QUARTER HOUR (15 MINUTES)**

DAY	DATE	TIME IN	LUNCH TIME OUT	LUNCH TIME IN	TIME OUT	TOTAL HOURS
SAT						
SUN						
MON						
TUE						
WED						
THU						
FRI						
		<b>TOTAL WEEKLY HOURS</b>				

**CLIENT STATEMENT:** I hereby certify that the hours I have indicated below are accurate and that Snelling's field employee is entitled to be paid accordingly. If there is a difference between total hours indicated above and total hours indicated below, the written statement below shall be controlling. I acknowledge and agree that these services were performed in accordance with the Terms and Conditions set forth below.

**CLIENT COMPANY'S VERIFICATION OF HOURS WORKED**  
**PRINT BELOW IN WORDS THE TOTAL HOURS WORKED. (NOTE: 4-HR MINIMUM PER DAY)**

**TERMS AND CONDITIONS**

In consideration of services performed. Advanced Processing Systems, Inc. d/b/a Snelling Personnel Services (Snelling) and Client agree to the following:

- Client shall pay all Invoices upon receipt to Snelling at P.O. Box 910262 Dallas, TX 75391-0262. Client shall not advance cash or valuables to Snelling's field employee and shall have no right whatsoever to offset or recoup any such advances against any amounts owned to Snelling.
- Client shall comply with all laws, rules and regulations of duty constituted government bodies concerning Snelling and its field employees and agree to indemnify and hold Snelling (including the Snelling Personnel Services office providing service) harmless from any and all damages, claims, suits, demands, or other causes of action which may arise or be asserted against Snelling from its failure to do so.
- Snelling has the right to control the job duties of its field employees. Client shall not permit or cause the field employee to perform any work activities other than those specifically set forth in Snelling's Order Form. Regardless of the work activities set forth in Snelling's Order Form. Client shall not permit or cause the field employee to operate any motor vehicle or machinery without first executing a Vehicle or Machinery Operator Release Agreement.
- Client acknowledges that no insurance is provided by Snelling covering physical loss or damage to Clients vehicle, machinery, equipment, merchandise, or materials that are in the care custody or control of Snelling's field employee.
- In the event of injury to the field employee while on assignment to Client where Client has agreed to assume responsibility for Worker's Compensation insurance coverage. Client shall indemnify Snelling from any liability to the field employee arising out of the negligence of Client.
- Client shall not permit or cause the field employee to handle cash, negotiable, or other valuables of any kind without Snelling's written permission. If permission is given, the field employee can not be left unattended. Client accepts full responsibility if the field employee is left unattended.
- Snelling shall process claims arising from the dishonesty or misconduct of the field employee only if such claims are reported directly to Snelling by Client within ten (10) days after discovery of the occurrence. Client shall cooperate fully in any investigation and prosecution relating to such claims.
- Snelling guarantees Client satisfaction with the employee services by extending to Client an 8 hour guarantee period. If Client does not notify Snelling of dissatisfaction before the end of the first 8 hour day and permit Snelling to replace the field employee assigned, Client agrees that the field employee assigned is satisfactory.
  - Client understands that the assigned person is Snelling's field employee and that Snelling expends considerable effort and incurs substantial expense to recruit, screen, test and train its field employees to service clients. Client understands that the assigned person is contractually obligated to Snelling and Client agrees to contact Snelling immediately if Client desires to employ the assigned person or to utilize the assigned person for any position through another personnel service agency servicing Client. Snelling will discuss with Client its conversion fee. However, Client may not directly or indirectly hire the assigned person for any position for a period of 180 days after this assignment ends. Client hereby agrees that if the Client breaches the above terms, Client will pay to Snelling a substantial fee equal to the greater of \$1,000 or 1% per thousand dollars of the person's annualized compensation up to a maximum of 30% of annual compensation.
  - Client shall pay all reasonable attorney's fees and other costs incurred by Snelling in enforcing this Agreement.
  - No oral statement shall modify or affect the foregoing terms and conditions.
  - Unless, Client has requested a background check in writing. Client understands that no such background check on the field employee will be made.