

Specialty Staffing Resources Timecard



Step 1: Fax to Payroll at 407.781.4836. Deadline is Monday by 7:00 PM

Step 2: Confirm receipt of your timecard via website:

www.specialtystaffingresources.com/payroll/ . Follow Instructions on the website.

Step 3: Paychecks will be available beginning Thursday at 12noon if not mailed. Please leave a copy for the client's records. For additional timecards please go to www.specialtystaffingresources.com .

Please Select One:	
	Mail Paycheck
	Pick-Up Paycheck
	Direct Deposit

Social Security Number		Week Ending Date (Sun)				
Employee Name (Print)						
Client Name						
Day	Date	Start	Finish	Less (Lunch)	Reg. Hrs	O/T Hrs
Mon						
Tues						
Wed						
Thur						
Fri						
Sat						
Sun						
Overtime Paid After 40 Hrs if Eligible		Total Hours to Nearest 1/4 Hour- Minimum Assignment 4 Hrs				

<u>Client Agreement</u> I certify that the hours shown accurately represent the total hours worked this week by the employee of SSR indicated on this timecard, and that the work was completed satisfactorily. I further certify that I have read, understand, and agree to the forms and conditions stated below on behalf of the client.
Authorized Representative's Signature
Printed Name

<u>Employee Agreement</u> I certify that the hours above accurately represent the total hours worked this week by me, and were properly verified by the client. No other hours were worked. I further certify that I have read, understand, and agree to the terms and conditions stated below. I will contact SSR after completing the assignment.
Employee Signature
Printed Name
Date

Client should make copies of all signed timecards to avoid future hour or billing discrepancies.

Employee Information

I am an employee of Specialty Staffing Resources. My work for SSR will be assigned and supervised by a Client of SSR, and SSR retains the right, in its sole discretion to terminate, discipline, or reassign me. The Client has the right to accept or cancel my assignment to the Client at any time.

I am not authorized to operate automotive equipment or vehicles, or machinery other than office equipment. I am not authorized to handle any cash, negotiable instruments, or other valuables without prior written consent of SSR. I am not authorized to render an opinion on financial statements on behalf of SSR or the Client, and I am not authorized to sign my name on financial statements or tax returns while on assignment from SSR. I am not authorized to accept keys to Client's premises or property.

I acknowledge SSR's right to conduct drug and alcohol tests, and I agree to submit to tests when requested by SSR or a Client.

I agree that for 180 DAYS after the termination of my assignment with a Client as a temporary employee of SSR, I will not provide my services to that Client, directly or indirectly as an employee of another temporary service or outsourcing service. The term "Client" includes all subsidiaries, affiliates, partners, coventurers, successors, and subcontractors of the named Client.

Client Information

Being duly authorized on behalf of the Client, the signer certifies and acknowledges:

The temporary employee named on this timecard is an employee of Specialty Staffing Resources and is assigned to the Client on a temporary basis. SSR retains the right, in its sole discretion, to terminate, discipline, or reassign the temporary employee. Client shall discuss all matters concerning the temporary employee's performance, job assignments, pay procedures, etc with SSR.

Client shall pay SSR invoices upon receipt. Client shall pay all collection costs, including attorneys fees, incurred by SSR. Client shall also pay all costs and damages, including attorney's fees, incurred by SSR as a result of any breach by the Client of this agreement.

SSR is not responsible for claims made under its fidelity bond unless such claims are reported in writing within ten calendar days after occurrence.

Client shall comply with all federal, state and local OSHA, safety, health, civil rights, and other employment related laws, rules and regulations. Further, Client does hereby agree to release, waive, discharge, covenant not to sue, indemnify and hold harmless Specialty Staffing Resources, its officers, directors, shareholders, employees, or agents from any and all liability, actions, claims, damages, costs or expenses, which it may have arising out of or in anyway connected with SSR providing temporary or permanent staffing to Client or caused by any employee provided by SSR committing now or in the future any act of fraud, embezzlement, misuse of funds, corporate fraud, dishonesty, conspiracy to commit any of the aforementioned acts, or any wrongdoing of any kind whatsoever, whether caused by negligence of SSR or otherwise. Client specifically releases Specialty Staffing Resources of all liability for negligent hiring, negligent supervision, failure to warn, breach of contract, fraud, violation of any federal, state or local law, ordinance or statute, or any action or inaction by the Releasees, specifically including failure to uncover specific acts of wrongdoing in an employee's past through background checks, or inaccuracies in an employee's resume, employment application, or other disclosures of information. Client further agrees to defend, indemnify, and hold harmless SSR for any and all such liability, including attorney fees, arising out of any alleged violation of any law, rule or regulation, including all OSHA, safety, health, civil rights, or other employment related laws, rules or regulations.

Client shall not request or assign an SSR employee to operate automotive equipment or vehicles, or machinery other than office equipment. SSR employees may not handle cash, negotiables or other valuables without the written consent of Specialty Staffing Resources and then only under your direct supervision.

I understand that SSR employees are not authorized to render an opinion on or to sign financial statements or tax returns, to work any unattended premises, or to accept keys to Clients premises or property. Client waives all rights to make a claim against SSR from all liability and responsibility for any damage, loss or expense which Client incurs as a result of the temporary employee engaging in such activities and shall indemnify and hold harmless SSR from and against all claims, demands, damages, injuries, losses, and expenses, including attorneys fees which might be caused as a result of the temporary employee engaging in such activities.

Client acknowledges that Specialty Staffing Resources has incurred substantial recruitment, screening, training, administrative and marketing expenses in connection with it employees. Client shall not use the services of the SSR employee named on this timecard for 180 days after the last workday reported for that employee. The term "use" includes employing the person directly, purchasing the person's services, as a temporary, payrolled, or leased employee of an organization other than SSR for essentially the same work assignment; obtaining the persons work services through any independent contractor, agency, facility staffing, or consulting relationship; "tempknapping" as that term of art is used in the industry or arranging, suggesting, endorsing, facilitating, or acquiescing in the person's employment or recruitment by another organization, whether or not the person is later assigned to Client. The term "Client" includes all subsidiaries, affiliates, partners, coventurers, successors, and subcontractors of the Client. Client will be released from the contract clause above in the following circumstances:

Client notifies Specialty Staffing Resources that it wants to use the SSR employee, and continues the assignment for 520 additional hours; or
Client notifies SSR that it wants to use SSR employee, and pays a permanent placement fee. The permanent placement fee is calculated at 20% of the employee's first year total compensation or a lesser amount if agreed in writing by SSR.

If a Client Services Agreement has been signed by Specialty Staffing Resources and the Client, the terms of such Client Services Agreement shall supersede the terms of this agreement.

FAX Completed Timecard to (407) 781-4836