

Hartly Personnel

HARTLY PERSONNEL
180 South Broadway
White Plains, NY 10605

T 914 428-2490
F 914 428-2508

Office & Healthcare Staffing ~ Since 1981

Temporary Staffing • Temp-to-Perm • Permanent Placement

Please print clearly

Report time to the nearest ¼ hour

Employee Name		
Soc. Sec. #		
Is your assignment <input type="checkbox"/> Continuing <input type="checkbox"/> Completed		
How would you prefer to receive your check? <input type="checkbox"/> Mail my check <input type="checkbox"/> I will pick up my check		
Client Name		
Address		
City	State	Zip

Day	Date	Time Started	Time Finished	Less Lunch	Total Hours
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
Total Hours Worked					
All hours worked in excess of 40 hours will be considered overtime					

Employee Signature

Date

Client Signature

Print Name

Date

Employee and Client signatures constitutes acceptance of the terms and conditions below

TERMS AND CONDITIONS FOR CLIENT: The signature to this time sheet is an acknowledgement that Hartly Personnel has incurred substantial recruitment, screening, administrative and marketing expenses in providing the services of the temporary employee identified above. The Client agrees not to hire directly or indirectly, or to use the services of the temporary employee above through any other person or firm or as an independent contractor within one (1) year after the last date of his or her assignment with us. The Client agrees to notify Hartly Personnel immediately if they wish to hire the employee through our services. If, either directly or indirectly, the Client hires or otherwise uses the services of the employee without approval from Hartly Personnel, the Client must pay Hartly Personnel liquidated damages of either a) an amount calculated to be equal to 1% per \$1000 of the employee's estimated annualized salary to a maximum of 30% or b) the sum of \$1500, whichever is greater. This is in addition to any service hours billed to the Client up to the date of hire. This policy will apply unless there is a written agreement with Hartly Personnel specifying different terms.

The person signing above, certifies on behalf of himself and the Client that: (1) she/he is authorized to sign on behalf of the Client; (2) that the hours worked and the information listed above is correct; (3) the services of the employee identified above were satisfactory; (4) the Client has not, and will not entrust Hartly Personnel employees with unattended premises, cash, negotiable securities or instruments, or other valuables or authorize such employees to operate machinery (except office machinery) or motor vehicles without prior written permission from Hartly Personnel in each instance, and that it acknowledges that Hartly Personnel has no insurance coverage for any loss or damage resulting therefrom and will therefore indemnify and hold Hartly Personnel harmless from any such claim arising out of a breach of the foregoing inclusive of liability resulting from bodily injury, property damage, fire, theft, collision, cargo damage or other liability damage; (5) Client will indemnify Hartly Personnel from claims or liabilities pursuant to the Occupational Safety and Health Act Governing the premises owned or controlled by Client and to which Hartly Personnel employees are assigned to perform services in or are present in.

Client is responsible for overtime hours, accumulated hours Monday through Sunday, that exceed forty (40) hours in a payroll period and will be billed at time and one half. For any employee reporting to work there is a minimum charge of four (4) hours unless otherwise approved by Hartly Personnel

The client recognizes that Hartly Personnel has an employer/employee relationship with temporary personnel assigned to the client and agrees to discuss all matters concerning their employment, job assignments, pay procedures, etc., with Hartly Personnel. The Client agrees to pay interest at the rate of one and on-half (1-1/2%) percent per month (18% per annum) on charges remaining unpaid thirty (30) days after the invoice date and reasonable attorney's fees and expenses of collection, if Hartly Personnel engages an attorney to enforce payment of any charges incurred.

TERMS AND CONDITIONS FOR EMPLOYEE: In consideration of my hiring and employment by Hartly Personnel, I agree not to accept employment directly or indirectly whether full-time or part-time with any Client of Hartly Personnel to whom I am assigned and for a period of (1) year following completion of any assignment with the Client. In addition, I agree not to accept work for such Client either on its premises or as the employee of a third-party except with the prior written consent of Hartly Personnel in each instance.

I will contact Hartly Personnel immediately upon completion of this assignment and on a regular basis thereafter. Failure to do so will result in Hartly Personnel assuming that you are unavailable for work.

In signing the above time card, I attest that 1) the hours listed above are accurate, and that 2) no accident or injury was sustained while working on this assignment.