

TIMECARDS DUE BY MONDAY BEFORE NOON EACH WEEK BY FAX

Fax: 303-221-4512

Name:

SS#: **Next Week Availability:**

Week End Date (Sunday):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Regular Hrs
In								
Out								
Sub-Total								
Lunch								
Grand								Total O.T. Hrs

IMPORTANT FOR THE CLIENT: By execution of this form, client certifies that: (1) The above hours are correct and the work was done in a satisfactory manner. (2) Agrees to pay for services provided by PinPoint Staffing LLC. Payment for services is net 30 day, and failure to pay will be considered in default and a finance charge will be imposed. Any conversion of PinPoint Staffing LLC will have a fee according to schedule placement rate.

IMPORTANT FOR THE EMPLOYEE: By executing this form, employee agrees to and certifies that this form is true and accurate and that no injuries were suffered.

Assignment Status: Continuing Completed Available

I agree to notify PinPoint Staffing LLC at the end of each assignment. If I fail to do so, PinPoint Staffing LLC may assume that I am not available for employment and I may be ineligible for unemployment benefits.

Company Name: _____

Supervisor Signature: _____

Contractor Signature: _____

PinPoint Staffing LLC, 5970 Greenwood Plaza Blvd, Suite 260, Greenwood Village, CO, 80111 Tel: 303 695 1285

PLEASE MAKE A COPY FOR YOURSELF AND FOR YOUR EMPLOYER TO HAVE ON FILE

Instructions

For Employee

1. Please notify PinPoint Staffing LLC office immediately should your job duties differ from those described by your PinPoint Staffing LLC counselor.
2. Your PinPoint Staffing LLC timesheet is the only means of receiving your payment. Complete timesheet neatly and correctly. Errors will cause delay in payment.
3. Instructions for completing timesheet:
 - Week ending Sunday: work week is Monday - Sunday. Record Sunday date.
 - Total hours: Do not include lunch hour.
 - Report time each day to the nearest 1/4 hour.
 - Please check assignment status on front.
 - Timesheet will not be accepted unless they are signed by an authorized representative of your client's firm.
 - Use a separate timesheet for each assignment and week.

For Client

1. PinPoint Staffing LLC reserves the right to charge the Client a fee in the event the Client hires the employee named on this timesheet before, during, or after an assignment with the Client's company. The fee is in addition to any service hours billed to the client PinPoint Staffing LLC to the date of hire. Contact PinPoint Staffing LLC for more information.
2. You agree to make payment for the hours listed on the front of the timesheet when billed.
3. Overtime hours will be billed at time and one-half.
4. PinPoint Staffing LLC employees may not drive any motorized vehicle or operate any machinery (except office machinery) without prior written consent.
5. PinPoint Staffing LLC assumes no responsibility if our employee handles cash, check, securities, or other valuables without prior written consent.
6. PinPoint Staffing LLC employee is assigned to a particular job description and is not to change jobs without PinPoint Staffing LLC prior approval. Client represents that its worksite complies with OSHA (USA) and other applicable rules and regulations.
7. If you have any questions regarding our employees, please contact us.