

<b>STEWART STAFFING SOLUTIONS</b>	<b>STEWART STAFFING SOLUTIONS</b> 10 Columbus Blvd. Hartford, CT 06106 Hartford : 860-293-1554
	Employee Name _____ Employee Number _____

**FAX  
TIMESHEETS  
BY 5:00 P.M.  
MONDAY  
860-808-1830**  
 (please mail original)

COMPANY NAME
COMPANY ADDRESS
DEPARTMENT
SUPERVISOR

TIME SHEET MUST BE RECEIVED BY MONDAY 12 NOON  
 DRAW A LINE THROUGH DAYS NOT WORKED REPORT TIME TO THE NEAREST 15 MINUTES

DAY	DATE	FROM	TO	LESS LUNCH	TOTAL HOURS
SUNDAY					
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
<input type="checkbox"/> HOLD CHECK <input type="checkbox"/> MAIL CHECK <small>If you do not check either, your check will automatically be mailed. If you have arranged for direct deposit, your pay stub will automatically be mailed</small>				TOTAL HOURS DO NOT INCLUDE LUNCH TIME	REGULAR TIME  OVER TIME OVER 40 HOURS

Employee Signature \_\_\_\_\_  
 I certify that the hours are correct. I understand that the hours will be verified by Stewart Staffing Solutions

Week Ending Date \_\_\_\_\_

Customer Verification And Signature	Please write out number of hours and minutes shown in the Total Time box.
	HRS.                      MINS.
	<small>I certify the above hours are correct and authorize payment. I agree to the terms and conditions on the reverse side of this time sheet.</small>

Assignment Completed Yes \_\_\_\_\_ No \_\_\_\_\_

White= Office                                      Canary = Billing                                      Pink= Client                                      Gold=Employee

**Terms for Temporary Employee:**

1. Employee agrees that he or she will not work for the Client named on the front of this timesheet directly or indirectly at any time for a period of 6 months following the last date of employment by Stewart Staffing Solutions at said client.
2. Employee agrees that should said Client contact Employee independently of Stewart Staffing Solutions, Employee must notify Stewart Staffing Solutions and make any and all employment arrangements through and satisfactory to Stewart Staffing Solutions.
3. Employee agrees to notify Stewart Staffing Solutions at the end of each assignment and Employee also agrees that if he or she fails to do so, Stewart Staffing Solutions may assume that Employee is not available for work and may, therefore be ineligible for unemployment benefits.
4. Employee agrees that Stewart Staffing Solutions reserves the right to pay Employee at the minimum wage if we are unable to bill our client for the total hours worked due to unsatisfactory job performance.
5. **Instructions for Completing Timesheet**
  - Employee's signature must appear on all timesheets before payment can be processed.
  - Do not include lunch in total hours; report time to the nearest 15 minutes.
  - Timesheets can not be processed nor payment made unless they are signed by an authorized client representative.
  - Timesheets MUST be received NO LATER THAN NOON on MONDAY. Employee agrees that it is their responsibility to deliver timesheets to Stewart Staffing Solutions by the designated time. Timesheets may be faxed for payment and mail or deliver the ORIGINALS to Stewart Staffing Solutions.
  - Use a separate timesheet for each week and each assignment. Keep a copy for your records and leave a copy with Client supervisor and mail or present two copies to our office.

**Terms for Clients:**

1. Client agrees to pay our minimum billing of four hours.
2. Client acknowledges the time, effort and expense associated with identifying, qualifying and retaining our Employees. Accordingly, in consideration for these services provided by Stewart Staffing Solutions, Client agrees that it will not retain the services of the Employee named on this timesheet directly or indirectly in any capacity for a period of 6 months following the completion of this temporary assignment without making arrangements through and to the satisfaction of Stewart Staffing Solutions.
3. Client further agrees that if they do hire a Stewart Staffing Solutions employee during the restricted period described above, without a written agreement between client and Stewart Staffing Solutions regarding that placement, Client will incur a placement fee equal to 30% of the Employees annual salary as determined by Stewart Staffing Solutions. In no event however, will the calculated fee be less than \$3,000.
4. Client agrees that overtime hours (those over forty hours per week) will be billed at a rate of time and one half.
5. Client agrees that the Employee assigned is employed on the basis of a specific job description and is not to alter job duties without Stewart Staffing Solutions prior approval. Client further represents and warrants that its work site complies with OSHA and other applicable rules and regulations.
6. Stewart Staffing Solutions assumes no responsibility if our Employees handle cash, securities or other valuables without prior written consent.
7. NO Stewart Staffing Solutions Employee can render a professional opinion on any financial statement on behalf of Stewart Staffing Solutions. They cannot sign their name or the Stewart Staffing Solutions name to any financial statement or any tax return while on an assignment to a Stewart Staffing Solutions Client.

Stewart Staffing Solutions is an equal opportunity employer and staffing firm.